

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notification that [Company Name] officially accepts your resignation from the position of [Job Title], effective [Last Working Date].

We understand that you are leaving to pursue your graduate studies at [Name of University]. We commend your commitment to further education and professional development. On behalf of the company, I would like to thank you for your contributions during your tenure here.

Regarding your transition, please ensure that all company property (laptop, ID badge, keys) is returned to the Human Resources department by your final day. Information regarding your final paycheck and benefits status will be sent to you separately.

We wish you the very best of luck with your graduate program and your future academic endeavors.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]  
[Company Name]