

[Date]

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

Dear [Employee Name],

I am writing to formally accept your resignation from your position as [Job Title], effective [Last Working Day].

While we are sorry to see you leave [Company Name], we are incredibly proud of your decision to further your education. Pursuing [Degree/Program Name] at [Educational Institution] is a significant milestone in your professional development, and we fully support your commitment to academic advancement.

We appreciate the contributions you have made during your time with us. Your dedication and hard work have been valued by the entire team, and we have no doubt that you will bring the same level of excellence to your studies.

Regarding your transition, Human Resources will contact you shortly to discuss final pay, benefits, and the offboarding process. Please let us know if there is anything we can do to assist you during your final weeks here.

We wish you the very best of luck in your academic pursuits and all your future endeavors.

Sincerely,

[Your Signature]

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