

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

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

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Last Working Date].

We understand that you are leaving to pursue further education at [Educational Institution/Program Name]. We appreciate your commitment to professional growth and personal development, and we support your decision to advance your academic credentials.

On behalf of [Company Name], I would like to thank you for your contributions and the work you have completed during your tenure. We wish you the very best of luck with your studies and your future career endeavors.

Regarding your transition, please coordinate with the Human Resources department to finalize your exit formalities, including the return of company property and the settlement of final dues.

Sincerely,

[Signature]  
[Manager Name]  
[Job Title]