

[Date]

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

Dear [Employee Name],

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

We acknowledge that this resignation is by mutual agreement to allow you to pursue full-time studies at [Name of Educational Institution]. We support your decision to further your education and professional development.

Regarding your transition:

- Your final paycheck, including any accrued leave, will be issued on [Date].
- Your health benefits will remain active until [Date].
- Please return all company property, including keys and laptop, by [Date].

We thank you for your contributions to the team and wish you the very best of luck in your academic pursuits.

Sincerely,

[Manager Signature]

[Manager Name]
[Job Title]
[Company Name]