

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

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

We understand that you are leaving to pursue further education. We support your decision to advance your academic qualifications and appreciate your commitment to professional development.

Your final paycheck, including any accrued benefits and unused vacation time, will be processed and issued on [Date] via [Payment Method]. Please ensure that all company property, including keys, identification badges, and equipment, is returned to the Human Resources department by your final day.

Information regarding your exit interview and the status of your benefits will be sent to you in a separate communication. If you have any questions before your departure, please contact the HR office at [Phone Number/Email].

On behalf of [Company Name], I would like to thank you for your contributions and wish you the very best of luck in your studies and future career.

Sincerely,

[Signature]

[HR Representative Name]

[Title]

[Company Name]