

[Current Date]

[Employee's Name]
[Employee's Job Title]
[Department]

Dear [Employee's Name],

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

We understand that you are leaving to pursue your [Degree Name] at [Educational Institution]. We fully support your commitment to furthering your education and professional development. Your contributions to [Company Name] have been greatly valued, and we appreciate the hard work you have put in during your time with us.

Before your departure, please ensure that you complete [List specific handover tasks or projects] and return all company property, including [Key/Laptop/ID Badge], to the HR department.

We wish you the very best of luck with your studies and your future career endeavors. Please stay in touch, and we hope our paths cross again in the future.

Sincerely,

[Your Signature]

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