

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

I am writing to formally acknowledge and accept your letter of resignation dated [Date of Resignation Letter], in which you indicated your decision to leave your position as [Job Title] to pursue further academic studies.

Your final day of employment with [Company/Institution Name] will be [Last Working Day].

We appreciate your contributions to the [Department Name] team during your tenure. While we are sorry to see you go, we respect your commitment to advancing your education and wish you the very best in your academic endeavors at [University Name, if known].

Please coordinate with the Human Resources department regarding the return of company property, final payroll details, and any exit formalities. We would also be happy to provide a letter of recommendation should you require one for future scholarships or career opportunities.

We wish you great success in your studies and your future professional career.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company/Institution Name]