

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Job Title]

Dear [Employee 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 further studies. On behalf of the company, I would like to commend your commitment to personal and professional development. We fully support your decision to advance your education and wish you the very best in your academic endeavors.

Regarding your transition, we will follow the plan discussed on [Date] to ensure a smooth handover of your current projects and responsibilities. Please ensure that all relevant files, login credentials, and status reports are shared with [Name of Successor or Manager] by your final date.

Human Resources will contact you shortly to provide information regarding your final paycheck, benefits, and the standard exit interview process.

Thank you for your contributions to [Company Name] during your tenure. We appreciate your hard work and wish you great success in your studies and your future career.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]