

Leaving to continue education or studies

Subject: Resignation to Pursue Educational Opportunities

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my position as [Job Title] to pursue further education. I have been accepted into [Program/Degree] at [Institution], and my last day of work will be [Date].

Working at [Company Name] has been an enriching experience that has solidified my passion for [Field/Industry]. The knowledge and skills I've developed here have prepared me well for this next academic chapter.

I am committed to completing all my current projects and will work diligently to ensure a smooth handover of my responsibilities. I would be happy to assist in training my successor.

I appreciate the support and mentorship I have received and hope to apply what I learn in my studies to contribute even more effectively to our industry in the future.

Thank you for your understanding and continued support.

Best wishes,

[Your Name]

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