

# Detailed Resignation Letter Format (Pursuing Higher Studies)

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

## Subject: Resignation Letter

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], with my last working day being [Last Working Day, typically two weeks from date].

After careful consideration, I have decided to pursue higher studies to enhance my academic and professional skills. This decision was not an easy one, as my experience at [Company Name] has been both valuable and rewarding. However, I believe that further education at this juncture will greatly contribute to my long-term career goals.

I want to extend my heartfelt gratitude to you and the entire team for your continuous support, encouragement, and the numerous learning opportunities provided to me during my tenure. It has been a privilege to work with such talented colleagues and to contribute to [Company Name].

In order to ensure a smooth transition, I am committed to completing my current responsibilities and assisting in the handover process. Please let me know how I can help facilitate this transition period.

Thank you once again for your guidance and understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]