

Simple Resignation Letter for Studying Abroad

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have decided to pursue further studies abroad and therefore must step down from my role. This decision was not easy, as I have greatly valued and appreciated the opportunities for personal and professional growth during my time at [Company Name].

Thank you for your support and guidance. I am committed to ensuring a smooth transition and will assist in any way possible during my notice period.

I sincerely appreciate all that I have learned and experienced here and hope to stay in touch in the future.

Sincerely,

[Your Name]