

Employee Resignation Letter for Higher Studies Approval

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., 30 days from the date of this letter]. The reason for my resignation is my decision to pursue higher studies, which I believe will significantly contribute to my personal and professional growth.

I kindly request your approval for my resignation and understanding regarding my decision. Working at [Company Name] has been a tremendously rewarding experience, and I am deeply grateful for the opportunities, support, and encouragement that I have received during my tenure. I have learned a great deal and have enjoyed working with you and the entire team.

I am committed to ensuring a smooth transition and am willing to assist in training a replacement or completing any pending tasks before my departure. Please let me know how I can help during this period.

Thank you once again for the support and guidance. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,
[Your Name]