

Sample Formal Letter for Resignation to Pursue Higher Education

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager'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]. This decision was not made lightly and comes after careful consideration of my personal and professional goals.

I have decided to pursue higher education to further my academic growth and advance my career aspirations. I am grateful for the opportunities and support I have received during my time at [Company Name], and I would like to express my sincere appreciation to you and the entire team for the guidance and encouragement provided.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in transferring my duties as needed before my departure.

Thank you once again for the valuable experiences and knowledge I have gained while working here. I hope to maintain our positive relationship in the future.

Sincerely,
[Your Name]