

Resignation Letter Format Due to Admission in University

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

[Recipient's Name]
[Recipient's Designation]
[Company/Organization 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].

This decision comes after my acceptance into [University Name] to pursue further studies, which requires my full-time attention and commitment. While I am excited about this new chapter, it was not an easy decision to leave such a supportive and collaborative work environment.

I am sincerely grateful for all the opportunities, guidance, and encouragement you and my colleagues have provided during my time here. I have learned a great deal and truly enjoyed being part of the team.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and assist in training my replacement, should you require.

Thank you once again for the wonderful experience at [Company Name]. I hope to stay in touch and wish the team continued success.

Sincerely,
[Your Name]