

# Resignation Letter Template for Pursuing Higher Studies

**Your Name**

Your Address

City, State, ZIP Code

Email Address

Date

**Recipient's Name**

Their Designation

Company/Organization Name

Company Address

City, State, ZIP Code

**Subject: Resignation Letter for Pursuing Higher Studies**

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, e.g., 2 weeks from today]. This decision comes after careful consideration as I have chosen to pursue higher studies to further my education and professional development.

I am truly grateful for the opportunities and support I have received during my tenure at [Company/Organization Name]. Working here has greatly contributed to my personal and professional growth, and I appreciate the valuable experiences I've gained.

I am committed to ensuring a smooth transition and am happy to assist in training a replacement or handing over my responsibilities to a designated team member during my notice period.

Thank you once again for your guidance and support. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]