

Resignation Letter Template: Higher Studies

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

[Recipient Name]
[Recipient Designation]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

The reason for my resignation is that I have decided to pursue higher studies to further develop my skills and expand my academic qualifications. This decision was not made lightly, as working at [Company/Organization Name] has been a truly rewarding experience. I am grateful for the opportunities and support I have received during my time here.

I am committed to ensuring a smooth transition and am happy to assist in training a replacement or handing over my responsibilities in any way possible during my notice period.

Thank you again for the guidance and encouragement you have provided me. I hope to maintain our relationship in the future and stay in touch.

Sincerely,
[Your Name]