Resignation letter format for leaving to pursue higher studies

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation], [Department]
[Company Name]

Subject: Resignation to pursue higher studies

Dear [Manager's Name],

I have been offered admission to the [Course Name] programme at [Institution Name], beginning on [Course Start Date]. After careful thought I have decided to take it up, and I am therefore submitting my resignation from the post of [Your Designation].

The notice period in my appointment letter is [as per your appointment letter]. I propose [Last Working Day] as my last working day and would be glad to discuss any adjustment that suits the team. I can share a copy of my admission offer if the company needs it for its records.

Until I leave I will complete my open assignments, document my processes and train a colleague on the tasks that need continuity.

This role gave me my first real exposure to [Field / Function], and it is a large part of why I want to study the subject in more depth. Thank you for the trust and the learning.

I hope to stay in touch with you and the team.

Yours sincerely,

[Your Name]
[Employee ID]