TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I’m writing to resign from my position as **[Position]**, effective **[Date]**.

I’ve recently decided to go back to school, and my program starts in late **[Date]**. I’m resigning now so that I can be as helpful as possible to you during the transition.

I’ve truly enjoyed my time working with you and everyone else on our team at **[Name].** It’s rare to find a **[Position]** that offers as much opportunity to grow and learn, and perhaps rarer to find such a positive, inspiring team of people to grow and learn with.

I’m particularly grateful for your guidance while I was considering furthering my education. Your support has meant so much to me.

Please let me know if there’s anything I can do to help you find and train my replacement.

Thanks, and best wishes

**[Name]**