TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation Letter

Dear **[Supervisor’s Name]**,

I am writing to inform you of my resignation from **[Position Name]** at **[Company Name]**, effective as of**[Resignation Date]**.

I have decided to return to school to pursue an advanced degree. While it has been a difficult decision for me to leave **[Company Name]**, I feel that an advanced degree will allow me to deepen my understanding of the field and expand my career prospects.

I can’t thank you enough for providing tremendous support over these past few years. Because of your mentorship, I have discovered a passion that I will carry with me far into the future.

I’m especially thankful for the opportunity I’ve had to build a professional network within our industry. I sincerely hope that you and I can work together in the future.

Please let me know how I may be of assistance in training my replacement. I am here to help make the transition as smooth as possible for you and the team.

Sincerely,

**[Signature]**

**[Your Name]**