

Resignation Letter for Graduate School Enrollment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my current position in [Your Department/Program] at [Institution's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have been accepted into a graduate program that I feel will significantly contribute to my personal and professional growth.

I am grateful for the opportunities I have had while working here, particularly [mention any specific experiences or skills gained]. I appreciate your support and guidance throughout my time at [Institution's Name].

Please let me know how I can help during this transition. I intend to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]