

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]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [last working day, typically two weeks from the date above].

After careful consideration, I have decided to pursue my graduate studies in [specific field] at [University Name]. This decision was not an easy one, as I have greatly enjoyed my time here and appreciate the opportunities for professional and personal growth that you have provided me.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the support and encouragement during my time at [Company/Organization Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]