

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation from Position as Department Head

Dear [Manager's Name],

I am writing to formally resign from my position as Department Head at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my career goals and personal aspirations as I have decided to pursue further education.

I am incredibly grateful for the opportunities I have had at [Company's Name], and I appreciate the support from you and my colleagues during my time here. I believe furthering my education will help me to grow personally and professionally, and I hope to return to the industry with enhanced skills and knowledge.

I will do everything possible to ensure a smooth transition and to assist in finding a replacement during my remaining time. Please let me know how I can help in this process.

Thank you once again for the invaluable experiences I have gained while working in this role. I look forward to staying in touch.

Sincerely,

[Your Name]