**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

Dear Ms. Lau,

I have had to make the difficult decision that I cannot continue to work as an assistant while I return to school full time to earn my bachelor's degree. It would not be fair to you, as my employer, nor to my family or my studies. Consequently, this is my letter of resignation. I plan to work until September 15, 20XX. This fulfills my two weeks' notice and allows me to concentrate on school full time when the semester begins.

Working at Acme Corporation has provided me with many opportunities to develop my skills and career. I will miss my coworkers a great deal upon my return to school. I trust that I have contributed to the company's success through my efforts. I hope that I am leaving on positive terms and that I may be in touch in the future.

While circumstances will change over the next two years while I complete my degree, and the future is impossible to predict, If all works out, I will plan to re-apply for employment with the firm after graduation. Best wishes to you, my coworkers, and Acme Corporation for continued success.

In the meantime, I want to help you make the integration of a new employee go as smoothly as possible. Please let me know how I can best assist with the transition of my job and responsibilities to another employee.

I will miss my employment with the company and wish you all the best.

Regards,

[Signature]