**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

Respected Sir/Mam [Name],

When I joined you in 20XX, I was a kid just out of college who had no experience yet you trusted my skills and gave me this opportunity to prove to me and I can’t thank you enough for that.

I want this email to serve as my official notice of resignation as I have decided to pursue my master’s in the field of analytics and will be enrolling myself in the winter fall of the college. I have got admitted to 2 schools and currently, I am in the process of selecting the best for me.

Please know that I had no issues with the job or management and this decision was taken solely for the purpose of my studies. I have learned a lot from colleagues and teammates and will wish to be a part again with more knowledge after some time.

I would request you to acknowledge my resignation, and also, if you liked my work, kindly provide me a letter of recommendation which will help me in the future to prove my worth.

Regards

[Name]