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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Hello Sir/Mam, [Name]

After 3 long years in this esteemed organization, I would like to resign from my post immediately.

I have taken this decision as I have planned to pursue a doctorate in the field of management and hence will be starting college in the winter and fall of this year. currently, I aim to get a good mentor for the same.

I will support HR in the process of exit and will also request you to provide me with a letter of recommendation if you think I was good at work, this will make my admission smooth to a good university.

Regards

[Your Name]

[Your Department]