**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

Hello Sir/Mam [Name],

The last two years were a great experience for me to work under your guidance, but now I would like to step down from my current position.

After giving it much thought, I have decided to complete my studies and hence will be joining the graduate school in the summer-fall, which is going to commence the next month.

I will be serving till that day and will be cooperative in the exit process, and will also be available to do knowledge transfer for anyone who will be replacing me in the future.

Regards& Gratitude

[Name]