**[Sender Name]**

[Sender Title]

|  |  |  |
| --- | --- | --- |
| [Email] | [Phone] | [Address] |

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Hello Sir/ Mam, [Name]

It was great working in this esteemed organization but I would like to intimate you about my decision of going to back to graduate school and hence will be stepping down from my position of admin executive.

I would like to take a moment and thank you for trusting me while I had no prior experience in this role. In these 2 years, only I could understand my core strengths well, and hence I decided to do my master’s in operations so that I can be better at what I do.

I would like to tell you that I will always refer my friends and known ones if any openings are there as this organization is one of the best places to work. I understand that there are various documents to be signed and verified, and hence I will serve a notice period of 20 days and smoothly be a part of the whole process.

Regards

[Your signature]

[Your Full Name]