**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

Dear Mr./Ms.[Last Name]:

This letter serves as my resignation notice from the position of [Position Name] from [Company Name]. My last day of employment would be [Date]. This includes the notice period of [Mention no. of weeks].

Resigning from [Name of the organization] is a difficult decision. I have to do so, on account of to start my Schooling. My resignation should, in no way, be taken as my dissatisfaction with my position, my role, or the management.

I am aware of the requirement to provide professional support to my successor until my departure. I promise to give my full commitment to him/her until then. I intend to make this change as smooth as possible. Additionally, I am also available for help anytime and am leaving my contact details so you can contact me when needed.

Sincerely,

[Your Signature]