**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

Rollan Junior  
PO.BOX 12345-001  
XXX and SONS  
Human Resource Manager  
Abc Company  
9876 Michigan

Dear Sir/Madam, [Name]

RE: Resignation Letter

I am writing this letter to let you know that I will not be reporting for my duties from 4th Dec 20XX. I am still a student, and its time I am expected back to school. I appreciate you for giving me a chance to be part of this firm. Once I complete school, I will be glad to be considered again to work with you.

Before 4th Dec, I am doing my best to leave my files updated. I will be completing school by Dec 20XX, and so if there be a chance, kindly consider me. Feel free to contact me even after I have left. I have learned much for the season I have been around. I feel you are the best employer.

Thank you

Sincerely

Rollan