**[Sender Name]**

[Sender Title]

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

**To**

**[Receiver Name]**

[Receiver Title]

[Address]

[Email]

Dear Sir,

I am grateful that you considered me fit for my current job position. I have learned a lot during my stay here. However, a time has come that I feel I should quit the job and go back to school. I am convinced that going for further studies will position me as a better employee.

I wish to carry out my responsibilities as usual till 4th Dec 20XX that should serve as my last date. Before then, I promise to update my files, train my team members, and do everything you will request me to do in line with my job description. I will be glad to be considered back for a job once I complete my schooling. Feel free to contact me if need be.

Thank you

Regards

Rollin