**Going Back to School Resignation Letter Example**

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Ryan Ross
Editor in Chief
XYZ Magazine
100 Main Street
Springfield, MA 01109

Dear Mr. Ross,

Please accept this letter as my formal resignation from XYZ Magazine as an editorial assistant. My last day of employment will be August 15. I plan to return to graduate school to pursue my interest in English Literature at [Name of University or Technical School].

I would like to thank you for all of the great opportunities you have given me as an employee at XYZ Magazine. I have learned so much about the magazine industry from working with my fellow employees and supervisors. I know the writing, analytical, and teamwork skills I have developed while working at your company will be extremely useful at graduate school.

Please let me know if you need any assistance with the transition as you hire and train my replacement. Again, thank you so much for an excellent two years with XYZ Magazine. I have sincerely enjoyed my time working with you, and I hope that we can keep in touch.

Respectfully yours,

*Signature* (hard copy letter)

Susan Welch