

Resignation Letter Format for Higher Studies - Email Format

Subject: Resignation Letter for Pursuing Higher Studies

Dear [Employer's Name],

I hope this email finds you well.

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email]. After much consideration, I have made the decision to pursue higher studies in [Field/Area of Study] and will be enrolling in [Name of Institution] for the upcoming semester.

I want to express my gratitude for the opportunities for growth and learning that I have experienced during my time at [Company Name]. I have enjoyed working with you and my colleagues, and I am proud of the contributions I have made to the team.

I assure you that I will do my best to ensure a smooth transition during my notice period. I am available to assist in training my replacement and completing any outstanding tasks to the best of my ability.

Thank you for your understanding and support during this time. I am excited about this new chapter in my life and look forward to the opportunities that lie ahead.

Sincerely,
[Your Name]