Subject: Resignation letter

Dear Mr. / Ms. <Surname>

I am writing to inform you that I am resigning from the company. I have respected my time here at XXT and I will look back on my job warmheartedly, but I have decided to take some time away from work for higher studies abroad.

I have to leave early so my last day will be DD’MM’YY (within the week), I hope I can be of assistance in the replacement process. Please let me know if there is anything I can do to help the organization before leaving.

The key learning’s and experience is irreplaceable and I appreciate your acceptance and understanding of my skills and roles.

Thank you again for all your help during my time within the company. I wish you all the best and I hope to keep in contact. It feels good that you have understood my personal problem and provided guidance to achieve my future endeavours.

Yours Sincerely,

ABC