[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally announce my resignation from my position as a Software Engineer at [Company Name], effective Friday, September 1, 2023. This decision has not been made lightly, and I have thoroughly considered my options before arriving at this conclusion.

Over the past [duration of your employment], I have had the privilege of working with a dedicated team that is truly passionate about the work we do at [Company Name]. I am grateful for the experiences and opportunities I have gained during my time here, and I am proud of the accomplishments we have achieved collectively.

However, after careful thought and consideration, I have decided to pursue further academic opportunities by enrolling in a master's program. This decision aligns with my long-term career goals and aspirations, and I believe that continuing my education will further enhance my skills and contribute positively to my professional growth.

I will do my utmost to ensure a smooth transition during the upcoming weeks. I am more than willing to assist with the transition process, including knowledge transfer and training my colleagues, to ensure that my departure does not disrupt the ongoing projects.

I would like to take this opportunity to express my gratitude for the support, guidance, and camaraderie I have received from both my colleagues and the management team during my time at [Company Name]. I genuinely appreciate the learning experiences and memories I have accumulated here.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the team continued success and prosperity in all future endeavors.

Please let me know if there are any specific tasks or responsibilities you would like me to address during this transition period. I am committed to ensuring a seamless handover.

Thank you for your understanding, and I look forward to staying connected even as I embark on this new chapter of my academic journey.

Sincerely,

[Your Name]