

Date

Name of supervisor, job title
Company name
Company address
City, State, Zip Code

Dear Name of supervisor:

Please accept this letter as my formal resignation from name of company. My last day here will be day and date.

As you know, my career is very important to me. With this in mind, I feel it is in my best interest to begin college or complete my college degree or begin my graduate work. By continuing my education, I will eventually become a more valuable employee. However, at this time I cannot do both. So that I can get the most from my classes, I must resign my job and devote myself exclusively to my schoolwork.

This was not an easy decision. My time here at company name has been invaluable, both personally and professionally. I appreciate all the on-the-job support you've given me here and I hope you will extend your good wishes to my choice to commit myself full-time to my studies.

If you want to offer more details on your upcoming schooling, feel free to do so here. If some of your courses are work or industry related, your boss would appreciate knowing that your job prompted you to learn more.

Please be assured that I continue to take pride in my work. I will do my best to complete any pending projects. Any unfinished work will be handed over in good shape to the appropriate department.

I look forward to what the future will bring for the both of us.

Sincerely,
Your Signature
Your Typed Name
Your Address
City, State, Zip Code