

Resignation letter for higher studies

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation to pursue higher studies

Dear [Manager's name],

I am writing to formally resign from my position as [Designation] at [Company name]. I have secured admission to a full-time [Course name] programme at [University name], and the classes begin on [Course start date].

This was not an easy decision. My time here has given me practical experience that I believe will make my studies far more meaningful, and I am thankful for the learning, feedback and trust I received from you and the team.

As per my notice period, my last working day will be [Last working day]. Before I leave, I will complete my pending deliverables, prepare handover notes for each of my ongoing tasks and brief my colleagues so that work continues smoothly.

I would be grateful if HR could process my full and final settlement and issue my relieving letter and experience letter, as the university may ask for them.

I hope to stay in touch and would welcome the chance to work with the team again in the future.

Yours sincerely,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation - [Your name], leaving for higher studies

Dear [Manager's name],

I would like to inform you that I am resigning from my role as [Designation] at [Company name], as I will be starting a full-time [Course name] programme soon.

My last working day, as per my notice period, will be [Last working day]. I will use the remaining time to finish my current work and hand over everything in an organised way.

Thank you for your guidance and encouragement during my time here. The experience I gained in this team is one of the main reasons I felt ready to take this step, and I hope to put it to good use during my course.

Please let me know if you need anything specific from me before I leave.

Best regards,

[Your name]

[Designation]

SAMPLE 3

Subject: Resignation and exit documents for higher studies – [Employee ID]

Dear [HR manager's name],

I have submitted my resignation to my reporting manager, [Manager's name], and am writing to begin the exit formalities. I am leaving [Company name] to join a full-time [Course name] programme at [University name].

My last working day as per my appointment letter will be [Last working day]. I request you to share the exit checklist so that I can complete the asset return, knowledge transfer and clearance steps on time.

The university and, where applicable, the visa process may require proof of employment. I would therefore be grateful if my relieving letter and experience letter could be issued on my last working day, or shared by email soon after. Please also let me know the expected timeline for my full and final settlement and the PF transfer or withdrawal process.

Thank you for your help throughout my tenure.

Regards,

[Your name]

[Designation], [Department]

Employee ID: [Employee ID]