

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to return to school to pursue [specific field or degree], as I believe this will help me achieve my long-term career goals.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support of my colleagues and management. I will do my best to ensure a smooth transition and would be happy to assist in training my replacement if needed.

Thank you for your understanding. I look forward to staying in touch in the future.

Sincerely,
[Your Name]