

[Date]

[Employer Name]

[Designation]

[Company Name]

[Subject Line]

[Salutation],

[First Paragraph: Include the reason for your resignation. In the case of higher studies, mention the course you'll be pursuing and the name of the university.]

[Second Paragraph: Write about your experience, skills garnered and opportunities the company gave you.]

[Conclusion: Offer help during the transition phase and end on a positive note]

Sincerely,

[Your Signature]

[Your Name]