



SPECIMEN RESIGNATION LETTER - GOING BACK TO COLLEGE

Dear *(the recipient's name is entered here)*

As required by my contract of employment, I hereby give you *(your notice period entered here)* weeks' notice of my intention to leave my position as *(your job title entered here)*.

I have decided to realise my professional and personal goals by accepting a formal offer to study for a *(type of course entered here)* in *(name of your course entered here)*. This was not an easy decision and took a lot of consideration but I believe it is an exciting step forward and one that I hope you will understand and support. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

Should you have any need for my skills in the area of *(name of your course entered here)*, I would consider returning once I have completed my studies. In the meantime, I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely