Dear [employer’s name],

Please accept this email as an official notice of my resignation as [job title] at [company name]. My last day of employment will be [date].

While I am very grateful for my time at [company name], I have decided that it is time for me to return to school, to pursue [degree name]. As the course workload will require much of my time and energy, I will be unable to balance both studying and working at once.

I would like to thank you for all the trust and opportunities that I enjoyed as an employee at [company name]. The communication, teamwork, and time management skills that I developed during my time here will no doubt prove useful at graduate school.

Please let me know how I can be of help to the team during my last few weeks. Once more, I would like to thank you, and I hope that we can stay in touch.

Sincerely,

[your name]