

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position in the [Department Name] at [University Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to be part of such a dedicated team and to contribute to the academic development of our students. I am grateful for the opportunities for professional and personal growth that I have experienced during my time here.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and assist in the handover process.

Thank you once again for the support and encouragement during my tenure. I look forward to staying in touch and wish the department continued success.

Sincerely,

[Your Name]