

# Resignation Letter

Date: \_\_\_\_\_

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number

Recipient Name  
Title  
Department  
Organization Name  
Address  
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue further academic endeavors that will allow me to expand my knowledge and skills in [specific field or subject]. This was not an easy decision, as my time at [Organization Name] has been truly rewarding, and I am grateful for the opportunities I have had to grow professionally and personally.

I would like to express my sincere gratitude to you and my colleagues for the support and encouragement I have received during my tenure. I hope to maintain our professional relationships and look forward to staying in touch.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,  
[Your Name]