

Resignation Letter for Graduate Research Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department or Lab Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as a graduate research assistant in [Department or Lab Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly appreciated the opportunity to work alongside you and my colleagues on [specific projects or research areas]. The experience I have gained during my time here has been invaluable to my academic and professional growth.

I will ensure that all my responsibilities are up to date before my departure. Please let me know how I can assist during this transition period.

Thank you once again for your support and guidance throughout my time in this position. I hope to stay in touch, and I look forward to seeing the continued success of the research team.

Sincerely,

[Your Name]