

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department or Lab Name]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not made lightly, and I am truly grateful for the opportunities I have had during my time here. I appreciate the support, guidance, and mentorship you and the team have provided me.

I will do everything I can to ensure a smooth transition and will be happy to help in training my replacement or passing on my responsibilities.

Thank you once again for the opportunity to be a part of [University/Institution Name]. I hope to stay in touch, and I look forward to seeing the ongoing success of the team.

Sincerely,

[Your Name]