

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not easy and took a lot of consideration. I have thoroughly enjoyed working with the team and am proud of the projects we have accomplished together. I am grateful for the opportunities I have had to contribute to the research community and to grow professionally during my time here.

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

Thank you once again for your support and understanding. I hope to stay in touch, and I wish the team continued success in all future endeavors.

Sincerely,
[Your Name]