

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

[Supervisor's Name]
[Department/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

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

Thank you for the opportunity to be a part of your team. I have greatly valued my experience working on [mention any specific project or aspect of the job], and I appreciate your guidance and support during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]