

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Institution's Name] effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to pursue an academic advancement opportunity that aligns with my professional goals.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process during my remaining time.

Thank you once again for your understanding and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]