

# Resignation Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Institution Name], effective [Last Working Day, typically two weeks from the date above]. After [Number of Years] years in the academy, this decision was not made lightly, as my time here has been immensely fulfilling and has greatly shaped my career and personal growth.

I am grateful for the opportunities I've had to work with such talented colleagues and to engage with students who inspire me every day. I cherish the relationships I've built and the experiences that have enriched my career.

As I embark on the next chapter of my life, I will carry with me the invaluable lessons learned and memories made during my tenure at [Institution Name]. I am committed to ensuring a smooth transition and am willing to assist in any way possible during my remaining time here.

Thank you once again for your support and understanding. I look forward to staying in touch and wish everyone at [Institution Name] continued success.

Sincerely,  
[Your Name]