

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

It has been a rewarding experience to be part of such a dedicated team and to contribute to the educational development of our students. I am grateful for the opportunity to work alongside you and my colleagues during my time here.

While I am excited about my next steps, I will always cherish the moments I have spent here and the relationships I have built. I will do everything I can to ensure a smooth transition during my remaining time.

Thank you for your understanding. I look forward to staying in touch and wish [Institution Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]