

# 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].

I want to express my heartfelt gratitude for the opportunities I have had during my time at this esteemed institution. The support and guidance from the entire team have been invaluable to my professional growth. I am particularly thankful for [mention any specific experiences or mentors that influenced you].

It has been an honor to work alongside such talented individuals, and I will cherish the friendships and experiences I have gained here. I hope to stay in touch and wish the institution continued success in all its endeavors.

Thank you once again for everything.

Sincerely,

[Your Name]