

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Institution Name], effective immediately.

This decision was not made lightly, but due to [brief reason if desired], I am unable to continue in my role. I am grateful for the opportunities I have had during my time here and appreciate the support from my colleagues and students.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]