

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Title]

[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].

This decision was not made lightly, and I am truly grateful for the opportunities I have had to contribute to [Institution Name] and to work alongside such talented colleagues and students. I have greatly enjoyed my time here and will cherish the experiences I have gained.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Please let me know how I can help in the transfer of my responsibilities.

Thank you once again for your support and guidance during my tenure. I wish [Institution Name] continued success in the future.

Sincerely,

[Your Name]