

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy; however, after careful consideration, I believe that pursuing a new opportunity aligns better with my career goals and aspirations.

I am incredibly grateful for the opportunities I have had during my time at [Company/Organization Name]. The experience and knowledge I have gained while working on [specific research projects or tasks] have been invaluable to my professional growth. I am proud to have been part of a fantastic team and to contribute to the meaningful work we have done.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and guidance during my time at [Company/Organization Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

Your Name