

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization's Name]

[Institution/Organization's Address]

[City, State, Zip Code]

Subject: Resignation from Research Position

Dear [Recipient's Name],

I am writing to formally resign from my position as a [Your Position Title] in the [Department/Project Name] due to personal reasons. My last working day will be [Last Working Day, typically two weeks from the date above].

This decision was not easy for me, but I believe it is necessary for my personal well-being at this time. I am grateful for the opportunities I have had at [Institution/Organization Name] and appreciate the support I received from you and my colleagues.

I will do my best to ensure a smooth transition and will assist in the transfer of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Institution/Organization Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]