

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Research Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my research position at [Research Institution's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and required a lot of consideration. However, I have decided to explore new opportunities that align more closely with my career goals.

I sincerely appreciate the support and guidance you have provided during my time here. Working with such a talented team has been a truly rewarding experience, and I am grateful for the opportunities for personal and professional growth.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Best regards,

[Your Name]