

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Institution/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but due to unforeseen family commitments, I find it necessary to step back from my research responsibilities at this time.

I want to express my gratitude for the opportunities I've had while working here. I appreciate the support and encouragement I've received from you and my colleagues during my time at [Institution/Organization Name].

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]