

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]

Subject: Resignation from Research Position

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].

After careful consideration, I have decided to pursue further studies in [Field/Area of Study]. This decision was not easy, and I truly appreciate the opportunities I have had while working under your guidance. The experiences and knowledge I gained here have been invaluable.

Thank you for your understanding and support. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]