

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Research Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient'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 an easy one, but after careful consideration, I have decided to relocate to [New Location] for personal reasons.

I am grateful for the opportunities I have had during my time here, and I have learned a tremendous amount from working with you and the team. I appreciate the support and guidance you have provided and hope to carry the skills I have acquired into my future endeavors.

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

Thank you once again for the opportunity to be a part of [Research Institution's Name]. I hope to keep in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]