

Resignation Letter

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [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].

After careful consideration, I have decided to take a sabbatical to pursue personal growth and broader research opportunities. I believe this time away will enhance my contributions upon my return.

I have greatly appreciated the opportunity to work with you and the team, and I am grateful for the support and guidance I have received during my time here.

Please let me know how I can help during the transition period. I aim to ensure a smooth handover of my responsibilities.

Thank you once again for the invaluable experiences I have gained at [Institution/Organization Name]. I look forward to staying in touch and hope to reconnect in the future.

Sincerely,

[Your Name]