

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Institution's Name], effective [Last Working Day, typically two weeks from the date above]. This decision stems from my acceptance of an opportunity for academic advancement that aligns with my career goals.

I have greatly appreciated the support and opportunities I have received during my time at [Institution's Name]. I have learned a lot and am thankful for the experiences shared with my colleagues. I am committed to ensuring a smooth transition during my remaining time here.

Thank you once again for the opportunity to be a part of [Institution's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]