

Resignation Letter for Academic Growth

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Institution/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but it comes as I have decided to pursue further academic growth.

My time at [Institution/Organization Name] has been extremely valuable, and I am grateful for the opportunities for professional development and collaboration I've experienced here. However, I believe that focusing on my academic pursuits will enable me to better contribute to my field in the long run.

Thank you for your understanding and support. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively over the next weeks.

Warm regards,

[Your Name]