

Letter of Resignation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Faculty Name]

[University/Institution Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [University/Institution Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I have decided to pursue an opportunity for career advancement that aligns with my professional goals.

I am incredibly grateful for the support and opportunities I've received during my time here. Working alongside such dedicated colleagues and inspiring students has enriched my experience, and I will carry these memories with me as I embark on this new journey.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the opportunities for personal and professional development that you have provided me. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]