

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University/College Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] in the [Department Name] at [University/College Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration and is due to personal reasons that I need to attend to at this time. I am grateful for the opportunities I have had to be a part of this esteemed institution and to work alongside such dedicated colleagues and students.

I will ensure a smooth transition and will assist in any way I can during my remaining time here, including handing over my responsibilities and finalizing any ongoing projects.

Thank you once again for the support and guidance during my tenure. I hope to stay in touch, and I wish [University/College Name] continued success in the future.

Sincerely,

[Your Name]