

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position in the university administration, effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such dedicated colleagues and contribute to the university's mission. I am grateful for the opportunities for professional development and the support I have received during my tenure.

I will ensure a smooth transition of my duties and am happy to assist in training my replacement if necessary.

Thank you once again for the support and guidance during my time at [University Name]. I look forward to staying in touch and wish the university continued success in the future.

Sincerely,

[Your Name]