

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[University Name]

[Department]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly, and I am grateful for the opportunities I have had to grow both professionally and personally during my time at [University Name]. I would like to express my sincere thanks to you and my colleagues for your support and guidance.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be part of [University Name]. I look forward to staying in touch and wish you all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]