

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

It has been a privilege to work alongside such dedicated colleagues and to contribute to the education of our students. I am grateful for the opportunities I have been given during my time at the university.

Thank you for your support and understanding. I wish the university and the department continued success in the future.

Best regards,

[Your Name]