

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University Name]

[Department Name]

[University 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 Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities for professional and personal development that you have provided me during my time at [University Name]. It has been a pleasure to work alongside such talented colleagues and to contribute to the research efforts in our department.

I am committed to ensuring a smooth transition and will complete any outstanding work and assist in transitioning my responsibilities to my colleagues.

Thank you once again for the opportunity to be a part of [University Name]. I wish you and the department continued success in the future.

Sincerely,

[Your Name]