

Resignation Letter

Department of [Department Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision has not come lightly, as I have greatly valued my time at [University Name] and have appreciated the opportunities to contribute to the academic community.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities during this period.

Thank you for the support and guidance you have provided me during my tenure. I look forward to staying in touch and wish the department continued success.

Sincerely,

[Your Name]

[Your Position]