

Voluntary Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Department Name]
[University/College 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/College Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities to work with such talented colleagues and the experiences I have gained during my time here.

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

Thank you once again for the support and guidance throughout my tenure. I look forward to staying in touch and wish the department continued success in the future.

Sincerely,

[Your Name]