

Resignation Letter

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

Recipient Name
Title
School/University Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally resign from my position as a Teaching Assistant at [School/University Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not easy to make, and it comes after careful consideration of my future goals and commitments. I have truly enjoyed my time at [School/University Name] and appreciate the opportunities for professional growth and the relationships I have built with faculty and students.

I am committed to ensuring a smooth transition and am happy to assist in the handover process during my remaining time.

Thank you for your understanding. I hope to stay in touch and look forward to seeing how [School/University Name] continues to grow and succeed in the future.

Sincerely,
[Your Name]