

Date: [Insert Date]

To,

[Dean's Name]
[University/College Name]
[Department Name]

Dear [Dean's Name],

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

This decision was not easy and involved considerable thought. I have enjoyed working at [University/College Name] and appreciate the opportunities for professional and personal development that have been provided to me. I am grateful for the support of my colleagues and the faculty during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [University/College Name]. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]