

Date: [Insert Date]

To: [Department Chair's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Chair's Name],

I am writing to formally resign from my position as [Your Position] in the [Department Name] effective [Last Working Day, e.g., two weeks from today]. This decision was not made lightly, and I appreciate the opportunities I have had during my time here.

I am grateful for the support and guidance you have provided me and the collaborative environment fostered in our department. I hope to maintain our professional relationships moving forward and wish you and the department continued success.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]