

Resignation Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department Chair's Name]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Department Chair'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 comes as a result of my relocation to [New Location].

I have greatly enjoyed my time at [University/College Name] and am thankful for the opportunity to work alongside such talented colleagues and students. I am committed to making this transition as smooth as possible and will assist in handing off my responsibilities during my remaining time.

Thank you once again for the support and guidance throughout my tenure. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Position]