

Faculty Resignation Notification

Date: [Insert Date]

Dear [Department Chair's Name],

I am writing to formally resign from my position as [Your Position] in the [Department Name] at [University Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not made lightly, as I have greatly enjoyed my time at [University Name] and have appreciated the opportunities to contribute to the academic community. However, I have decided to pursue [brief reason for leaving, if desired].

During my remaining time, I will do my utmost to ensure a smooth transition for my responsibilities, and I am happy to assist in training a replacement if needed.

For future correspondence, please feel free to reach me at my personal email: [Your Email Address] or phone number: [Your Phone Number].

Thank you for your guidance and support during my tenure here. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Position]
[Department Name]
[University Name]