

Resignation Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my position as [Your Position] at [Institution Name], effective [Last Working Day, typically two weeks from the date of this letter].

I am immensely grateful for the opportunities I have had during my time at [Institution Name]. The support from my colleagues and the valuable experiences I have gained have truly enriched my professional journey. I appreciate the encouragement and knowledge shared by both my fellow faculty and the administration.

During my remaining time, I will ensure a smooth transition and complete any outstanding responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I look forward to staying connected in the future.

Sincerely,

[Your Name]

[Your Department]

[Your Email]

[Your Phone Number]