

Resignation Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]

Dear [Recipient's Name],

I am writing to formally notify you of my resignation from my position as [Your Position] at [Institution's Name], effective [Last Working Day, e.g., two weeks from today, specific date].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe it is time for me to pursue new opportunities.

I am grateful for the support and encouragement I received during my tenure at [Institution's Name]. I have greatly enjoyed working with you and my colleagues, and I appreciate the experiences I've gained.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in a good position for my successor.

Thank you again for the opportunity to be a part of [Institution's Name]. I look forward to staying in touch.

Sincerely,

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