

Resignation Notification

Date: [Insert Date]

To: [Recipient's Name]
[Department/College Name]
[Institution Name]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] in the [Department/College Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly and comes after careful consideration of my career goals and personal circumstances.

I want to express my sincerest gratitude for the opportunities I have had during my time at [Institution Name]. It has been a privilege to work alongside such dedicated faculty and to contribute to the academic growth of our students.

To ensure a smooth transition, I am more than willing to assist in the handover process. This includes training a successor or providing guidance on ongoing projects and responsibilities to minimize any disruption to our department.

Thank you once again for your support and understanding. I look forward to staying in touch and wish the department continued success in the future.

Sincerely,

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