

Resignation Notification

Date: [Insert Date]

To: [Department Head's Name]

Department: [Department Name]

Dear [Department Head's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [University/College Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one, but I have chosen to resign due to personal reasons that require my immediate attention.

I want to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [University/College Name]. It has been a privilege to work alongside such dedicated colleagues and to contribute to the academic growth of our students.

During the remaining time, I will ensure a smooth transition and assist in any way possible to minimize disruptions to the department.

Thank you once again for the understanding and support. I hope to stay in touch and wish the department continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]