

Faculty 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 Job Title] at [Institution Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come lightly, but I believe it is necessary for my professional growth and development. I have accepted an opportunity that will allow me to expand my skills and knowledge in [Brief Description of New Position or Field].

I want to express my heartfelt gratitude for the support and guidance I have received during my time at [Institution Name]. It has been a privilege to work alongside such dedicated colleagues and to contribute to the growth of our students.

I am committed to ensuring a smooth transition and will do everything possible to assist in this process in the coming weeks.

Thank you once again for the opportunities for personal and professional development that you have provided me during my time here.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]