

Resignation Notification

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert University Name]
[Insert University Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] in the [Department Name] at [University Name], effective [Last Working Day, e.g., two weeks from the date]. This decision was not easy and took a lot of consideration.

I have enjoyed working at [University Name] and am grateful for the opportunities for professional and personal development that have been offered to me during my time here. I appreciate the support from both my colleagues and the administration.

Please let me know how I can help during the transition. I hope to maintain a positive relationship and will always cherish my time in [University Name].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]