

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company/Organization Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but I have accepted an offer to become a visiting professor at [University Name].

I want to express my gratitude for the opportunities I have had during my time here, as well as the support and guidance from you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]