

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly valued my time working in the field of political science and the opportunities I have had to contribute to [specific projects or initiatives]. I am grateful for the support and mentorship I received from you and the team.

I hope to ensure a smooth transition during my remaining time here and will assist in any way possible to facilitate this process.

Thank you once again for the opportunity to be part of [Organization Name]. I look forward to staying in touch and wishing the team continued success.

Sincerely,

[Your Name]