

Resignation Letter for Academic Advancement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Institution's Name], effective [Last Working Day, typically two weeks from the date above]. This decision stems from my acceptance of an opportunity to advance my academic career, which I believe will greatly benefit my professional growth.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Institution's Name]. Working with such a talented group of colleagues has been a truly enriching experience, and I will always cherish the connections I've made here.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order for my successor.

Thank you once again for everything. I look forward to staying in touch as I embark on this new chapter in my academic journey.

Sincerely,

[Your Name]