

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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]. This decision comes after careful consideration following the recent granting of my tenure.

While I am grateful for the recognition of my work and the support I have received during my time here, I have decided to pursue an opportunity that aligns more closely with my personal and professional goals.

Thank you for the guidance, support, and mentorship that I have received during my tenure. I sincerely appreciate the opportunities for growth and development that [Institution's Name] has provided me.

I wish you and the entire team continued success in the future. Please let me know how I can assist in ensuring a smooth transition.

Sincerely,

[Your Name]