

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 at [Institution's Name] effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration following my recent tenure confirmation.

While I am grateful for the opportunity to be granted tenure, I have decided to pursue [mention reason briefly, e.g., "a different career path" or "personal reasons"]. This has not been an easy decision, as I have greatly valued my time working here and the relationships I've built with my colleagues and students.

I am committed to ensuring a smooth transition during my remaining time and will gladly assist in any way possible to facilitate this process.

Thank you for your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]