

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[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, particularly following my recent achievement of tenure.

It has been an honor to work alongside such talented colleagues and to contribute to the growth of our institution. I am incredibly grateful for the support and opportunities I have received during my time here.

As I transition into this new chapter, I hope to maintain our professional relationships and remain connected within the academic community.

Thank you once again for everything. I wish the institution continued success in the future.

Sincerely,

[Your Name]