

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position/Role] at [School/Organization Name], effective [Last Working Day, e.g., two weeks from date above].

I have appreciated the opportunities I have had during my time here and the support I have received from my peers and mentors. However, due to [brief reason for resignation, e.g., academic commitments, personal reasons], I feel that this decision is necessary.

Thank you once again for the guidance and support throughout my experience. I wish everyone at [School/Organization Name] continued success.

Sincerely,

[Your Name]  
[Your Contact Information]