

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] in the [Department Name] at [University Name], effective [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed my time at [University Name], and I appreciate the opportunities I have had to work with talented students and colleagues. However, after careful consideration, I have decided to pursue [a brief reason for leaving, if comfortable, e.g., another opportunity, personal reasons, etc.].

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover to my successor.

Thank you once again for your support and guidance during my time here. I hope to stay in touch and wish [Department Name] continued success in the future.

Sincerely,

[Your Name]
[Your Position]