

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department]
[HBCU Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not made lightly. I have thoroughly enjoyed my time here and am grateful for the opportunities I have had to contribute to the academic community and support our students. I appreciate the support from my colleagues and the administration throughout my tenure.

I will do my best to ensure a smooth transition and to wrap up my responsibilities before my departure. Please let me know how I can assist during this process.

Thank you once again for the chance to be a part of [HBCU Name]. I look forward to staying in touch and wish the university continued success in the future.

Sincerely,

[Your Name]
[Your Position]