

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient Name]  
[Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Institution Name] effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it comes after careful consideration of my career path and future opportunities. I have enjoyed being a part of [Department/Program Name] and am grateful for the support and mentorship I have received during my time here.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities and assist in the training of my successor.

Thank you once again for the opportunity to be part of [Institution Name]. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,  
[Your Name]