

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

The Registrar
Jharkhand University
[University Address]
[City, State, Zip Code]

Dear [Registrar's Name],

Subject: Resignation from [Your Position]

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

I am grateful for the opportunities and experiences I have had during my time at the university.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]