

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

[Recipient's Name]
[School or Organization's Name]
[School or Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [School/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

I have appreciated the opportunity to work with students and contribute to the [specific program or team] at [School/Organization Name]. This decision was not made lightly, and I am grateful for the support and guidance I've received during my time here.

I am committed to ensuring a smooth transition and will complete all outstanding responsibilities before my departure. Please let me know how I can assist in this process.

Thank you once again for the opportunities I've had at [School/Organization Name]. I look forward to staying in touch and wish you all the best for the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]