

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

[Recipient's Name]  
[Recipient's Title]  
Lucknow University  
[University Address]  
Lucknow, [State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at Lucknow University, effective [Last Working Day, typically two weeks from the date above]. I would like to express my gratitude for the opportunities I have enjoyed during my time here. I have learned a great deal and appreciate the support I received from colleagues and management.

I will ensure a smooth transition and will do my best to complete my pending tasks and assist in the handover process.

Thank you once again for the support and guidance. I hope to keep in touch and wish Lucknow University continued success.

Sincerely,

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