

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department Name]
University of Oxford
[University Address]
[City, Postcode]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] within [Department Name] at the University of Oxford, effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I deeply value the experiences and opportunities I have had while working at Oxford. I appreciate the support and guidance from my colleagues and management during my time here.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for the opportunity to be part of such an esteemed institution. I look forward to staying in touch.

Sincerely,
[Your Name]