

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

Ujjain University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at Ujjain University,  
effective [Last Working Day, typically two weeks from the date above].  
I have greatly appreciated the opportunities I have had during my time  
here, especially [mention any specific experiences or colleagues].  
Thank you for your understanding. I wish Ujjain University continued  
success in the future.

Sincerely,  
[Your Name]