

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

[Recipient Name]
[Recipient Title]

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

Dear [Recipient Name],

I am writing to formally resign from my position at Wuhan University, effective [Last Working Day, typically two weeks from the date of the letter].

I have greatly appreciated the opportunities to work with such a talented team and to contribute to the university's mission. My experience here has been invaluable, and I am grateful for the support and mentorship I have received.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be part of Wuhan University. I look forward to maintaining our professional relationship in the future.

Sincerely,
[Your Name]
[Your Job Title]