

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

[Recipient Name]
[Department/Title]

XJTLU

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

Dear [Recipient Name],

I am writing to formally resign from my position at XJTLU, effective
[last working day, typically two weeks from the date above].

Thank you for the opportunities for professional and personal development
during my time at XJTLU. I have greatly appreciated working with you and
the team.

I will ensure that my responsibilities are handed over smoothly and will
make every effort to assist in the transition.

Thank you once again for the support and guidance. I hope to stay in
touch, and I wish XJTLU continued success in the future.

Sincerely,

[Your Name]
[Your Job Title]