

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Department Name]  
Xi'an Jiaotong-Liverpool University  
[University Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at Xi'an Jiaotong-Liverpool University effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that I have received during my time at XJTLU. I have enjoyed working with the team and will miss my colleagues and the collaborative environment. Please let me know how I can help during the transition. I am committed to completing my current projects and ensuring a smooth handover of my responsibilities.

Thank you once again for the support and guidance during my time here.

Sincerely,

[Your Name]