

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position/Title] at Xuan University, effective [Last Working Day, e.g., two weeks from the date above].

This decision was not easy to make, and it comes after careful consideration. I have greatly appreciated my time at Xuan University, and I am thankful for the opportunities to grow and learn during my tenure. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in transferring my duties during this time.

Thank you once again for the chance to be part of the Xuan University community. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]