

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at Yharnam University, effective [Last Working Day, typically two weeks from the date above]. I have appreciated the opportunities to [mention any specific experiences or contributions], and I am grateful for the support and collaboration of my colleagues and the administration.

Please let me know how I can assist during the transition period.

Thank you once again for the opportunity to be part of Yharnam University. I wish the university continued success in the future.

Sincerely,

[Your Name]
[Your Position]