

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Organization]
University of Oxford
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at the University of Oxford, effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development during my time here. I am grateful for the support from you and my colleagues, which has made my experience both enriching and fulfilling.

I will do my utmost to ensure a smooth transition and will complete all outstanding tasks prior to my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of the University of Oxford. I hope to stay in touch, and I wish you and the department continued success in the future.

Sincerely,
[Your Name]