

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[College/University Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [College/University Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with [Department/Team Name] and to contribute to [specific projects or experiences]. This decision was not easy, but I believe it is time for me to pursue [brief reason if comfortable, e.g., other opportunities, academic pursuits, etc.].

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities during my remaining time here.

Thank you for your understanding and support throughout my time at [College/University Name]. I hope to stay in touch and wish the department continued success.

Sincerely,  
[Your Name]