

Formal Resignation Letter Sample for Higher Education

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Institution Name], effective [Last Working Day, e.g., August 15, 2024]. This decision was not made lightly and comes after careful consideration of my career path and personal goals.

I am deeply grateful for the opportunities for professional and personal development that [Institution Name] has provided me during my tenure. It has been a privilege to work alongside such dedicated colleagues and to contribute to the institution's mission of fostering academic excellence.

To ensure a seamless transition, I am committed to completing my current responsibilities and assisting in the handover of my duties as needed. Please let me know how I can best support this process.

Thank you again for the support and opportunities I have received during my time at [Institution Name]. I look forward to staying connected and wish the institution continued success in the future.

Sincerely,
[Your Name]