

[Your Name]
[Your Full Address]
[Your Phone Number]
[Your Email]

[Date]

[Company Name]
[Title of Addressee]
[Organization]
[Full Company Address]

Dear Mr./Ms. Name of Recipient:

RE: Resignation

This letter is to announce my resignation as college professor at this university. Although I have spent much of my teaching career at this college, it has come time to move on. With so many universities in the area, I feel stifled teaching only at this institution. Curriculum's and degree majors offered at different universities will allow a professor to become a better, well rounded educator. I appreciate the opportunity that you have given me but this is my resignation effective at the end of the month.

Please accept my professor resignation letter and my most sincere gratitude.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Job Title]