

XX May 20XX

XXXXXXXX X. XXXXXXXX

President

AcadShare State University

Manila, Philippines

Mr XXXXXXXX:

Greetings of Peace!

Please accept this letter as notice of my resignation as Faculty Member at AcadShare State University-Department of Communication Arts and Languages effective on June XX, XXXX.

This has been a very difficult decision to make as I have been very happy and productive throughout my employment with the institution, but I would like to welcome an opportunity that I feel will assist me with my long-term career progression. I do hope that you will understand my reasons.

Furthermore, I would like to take this opportunity to thank you and everyone that I have had the pleasure to work with over the last two years and three months. I have enjoyed being part of the team and will miss you all. You have provided me with so much support and many opportunities. I owe you a great deal and wish you all the very best for the future.

Thank you very much.

Sincerely yours,

XXXXXXXX X. XXXXXXXX

Faculty Member