[Date]

[insert Supervisor/Department Chair’s name, title]

[insert Department name]

Re: [insert subject line (e.g. Resignation or Retirement Letter)]

Dear [insert Supervisor’s name],

This letter will serve as my resignation from:

* Position: [insert your position title]
* Department: [insert your department]
* Last working day: [insert your last day on payroll]

Sincerely,

[insert your name]

cc: [insert Area Leader’s name (unclassified only)]

[insert Dean/Division Head’s Name (unclassified only)]