1/1/2025

SUPERVISOR NAME

SUPERVISOR ADDRESS

Dear SUPERVISOR NAME:

Please accept this letter as formal notification of my resignation or retirement from my position as YOUR JOB TITLE within DEPARTMENT/UNIT NAME, effective 1/1/2025.

My last day of employment will be 1/1/2025.

I appreciate the opportunity to have worked in DEPARTMENT/UNIT NAME and the experience I have gained. I wish you and DEPARTMENT/UNIT NAME all the best in the future.

Please let me know if you need any additional information from me during this transition period.

Sincerely,

EMPLOYEE NAME