

Sample Letter of Resignation

<Date of Letter>

Dr. John D. Welty
President
California State University, Fresno

Dear Dr. Welty,

I am writing to inform you that I am resigning my position as <classification title/job title> in <name of department> effective <insert date>. I am resigning my position because <state reason why resigning position>. Thank you for the opportunity to work at California State University, Fresno.

Sincerely,

<Your Name>