

Sample Letter of Resignation

<Date of Letter>

Name of Manager
Department
California State University, Fresno

Dear <name of manager>,

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>