**(Date)**

Name

Title

Address

Dear Name:

This letter is to inform you that I have decided to resign from my position as **Title**. My official separation date will be **Date.** *(Optional, add reason for resignation)*

Please contact me if you should have any questions.

Sincerely,

**(Name)**

**(Title)**

cc: AVP Hales

Vice Provost Daniel Obrist

Interim Director for County Cooperative Extension Schmitt-McQuitty (if applicable)

Associate Director for REC System Haver (if applicable)

County Director & cross-County Director Name(s) (if applicable)

 Statewide Program Director Name (if applicable)

 Contracts and Grants Office, Associate Director Kim Lamar (if applicable)

 Interim Academic Personnel Director Tina Jordan

*\*\*\*Edit as appropriate and transfer contents to your letterhead\*\*\**