

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
Fort Valley State University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at Fort Valley State University, effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I've had during my time at FVSU. It has been a valuable experience working with such a dedicated team.

Please let me know how I can assist during the transition process.

Thank you once again for everything.

Sincerely,

[Your Name]