

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Title]

Oakland University
[Department]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at Oakland University, effective [Last Working Day, typically two weeks from the date above]. I have appreciated the opportunity to work at Oakland University and have enjoyed collaborating with my colleagues and contributing to [mention any specific projects or experiences].

Thank you for your understanding. I wish the university continued success in all its endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]