

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

[Date]  
[Recipient Name]  
[Title]

Ogden University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at Ogden University, effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a talented team and have learned a lot during my time here. [Optional: You may include a brief positive reflection on your experience or a specific project].

Thank you for your support and guidance during my time at Ogden University. I hope to stay in touch and wish the university continued success in the future.

Sincerely,  
[Your Name]