

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Office]
Texas Tech University
[University Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

I appreciate the opportunities I've had during my time at TTU and have enjoyed working with you and the team. I am grateful for the support and guidance provided to me throughout my tenure.

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

Thank you once again for everything.

Sincerely,
[Your Name]