

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
The University of Queensland
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my studies at The University of Queensland, effective [last date of attendance or withdrawal date]. After careful consideration, I have decided to [brief explanation for resignation, e.g., pursue other opportunities, focus on personal matters, etc.].

I would like to express my gratitude for the support and education I have received during my time at the university. I appreciate the opportunities that have been provided to me.

Please let me know if there are any forms or procedures I need to complete as part of my resignation process.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID]