

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

[Recipient's Name]  
[Recipient's Title]  
[University of Arizona]  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position/Role] with the [Department/Program Name] at the University of Arizona, effective [Last Day of Attendance/Position].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time at the university. I appreciate the support from faculty, staff, and my fellow students, which has contributed to my growth and learning experience.

Please let me know if there are any formalities or paperwork I should complete before my departure.

Thank you once again for everything. I wish the University of Arizona continued success in the future.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]