

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at Vermont State University, effective [last working day, typically two weeks from the date above].

I have appreciated the opportunity to work with such a talented team and to contribute to the university's mission. I am grateful for the support and guidance I've received during my time here.

I will ensure a smooth transition and will complete any outstanding responsibilities before my departure.

Thank you once again for the opportunity. I look forward to staying in touch and wish Vermont State University continued success in the future.

Sincerely,

[Your Name]