

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

[Supervisor's Name]
[Department Name]

Western Kentucky University

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

Dear [Supervisor's Name],

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

I appreciate the opportunities for personal and professional development that you have provided me during my time at WKU. I have enjoyed working with you and my colleagues and am grateful for the support I've received. I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of WKU. I hope to stay in touch in the future.

Sincerely,

[Your Name]
[Your Job Title]