

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

Western Governors University

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

Dear [Recipient Name],

I am writing to formally resign from my current status as a student at Western Governors University, effective [last date of attendance]. I have made this decision after careful consideration and for personal reasons. I am grateful for the opportunities I have had during my time at WGU, particularly [mention any specific experiences, courses, or support]. I appreciate the support from my mentors and peers throughout my academic journey.

Please let me know if there are any formalities I need to complete prior to my departure. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]