

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

[Recipient's Name]  
[Department Name]

Washington University in St. Louis

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at Washington University in St. Louis, effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at WUSTL and appreciate the support from my colleagues and the administration. My experiences here have significantly contributed to my professional and personal growth.

I will ensure a smooth transition of my responsibilities and am willing to assist with the handover process.

Thank you once again for everything.

Sincerely,

[Your Name]