

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
University of South Carolina
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

I am grateful for the opportunities I have had during my time here and appreciate the support I've received from you and my colleagues.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]