

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Department Name]
[Western Kentucky University]
[Address]
[City, State, Zip Code]

Dear [Manager'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 have appreciated the opportunity to work with such a talented team and to contribute to [specific department or project]. I am grateful for the support and encouragement I have received during my time here.

Please let me know how I can assist in ensuring a smooth transition during my remaining time.

Thank you once again for everything.

Sincerely,

[Your Name]