

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Office Name]
Western Kentucky University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Termination of Employment

I am writing to formally notify you that my employment with Western Kentucky University will be terminated effective [Last Working Day, e.g., "two weeks from today," or a specific date].

This decision has not been easy and comes after careful consideration of my current circumstances and future goals. I appreciate the opportunities I have had during my time here and the experiences shared with my colleagues.

I will ensure that all my responsibilities are managed smoothly before my departure date. Please let me know how I can assist in this transition. Thank you again for the support and guidance I have received at Western Kentucky University.

Sincerely,
[Your Name]
[Your Job Title]