

# Template: Sample Resignation Letter

<Date>

<Employee Name>  
<Home Street Address>  
<City, State, ZIP Code>

RE: Notice of Resignation from Employment at Lee College

Dear <Supervisor's Name>,

Please accept this letter of resignation from my position as <Job Title>. My last day to work will be <Date>.

I am resigning my position because <Enter Reason Here>.

I appreciate the opportunities afforded to me while at Lee College, and I wish everyone on the team much success in the coming years. I would be happy to meet with you at your convenience to discuss the transition of my duties.

Sincerely,

<Add Signature Here>

<Name>  
<Job Title>  
<Department/Division>