SAMPLE RESIGNATION LETTER

Date

Name
Your Phone Number
Your Email

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with the Swem Library XYZ department on X DATE.

Thank you for the opportunities you have provided me during my time with the department.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name