

SAMPLE RESIGNATION TEMPLATE LETTER

<Date Month Year>

<Your Full Name>

RE: Resignation Letter

Dear <Manager's First Name>,

Please accept this letter as formal notice of my resignation from my position as <Job Title> at Northeastern University. My last day of employment will be <Day, Date>.

The reason for my resignation is <Insert Reason for Leaving>.

Thank you and best regards,

<Your Full Name>