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06/01/2019

Supervisor’s Name

Title

University of Colorado Colorado Springs

1420 Austin Bluff Parkway

Colorado Springs, CO 80918

Dear Mr./Mrs. (Supervisor),

Please accept this letter as notice that I will be resigning from my position as (Title) effective (Effective Date of Resignation).

Thank you for the support and opportunities you have provided me over the last (time you have worked in your position). You and our team have created an environment that makes it a pleasure to come to work each morning!

If I can do anything to help with the transition in finding and training my replacement, please let me know.

Sincerely,

Name

Title

(719)-255-XXXX