Date Click here to enter text.

To: Click here to enter text.

Click here to enter text.

From: Click here to enter text.

 Click here to enter text.

Subject: Resignation of Current Position to Accept Position within the University

This letter is to officially inform you that I have accepted the position of Click here to enter text. in Click here to enter text. and hereby resign from my current position as Click here to enter text. in the Click here to enter text. effective the day prior to my official start date in my new position.

Click here to enter text.

XC:

APPROVALS

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Department Head/Director

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Dean

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Vice President

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President