**Student Name**

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | name@etsu.edu

March 25, 2019

ABC Organization

555 Named Street

Johnson City, TN 37601

RE: Student Name Resignation

Dear Human Resources Manager:

This letter is to notify you of my resignation from the position of \_\_\_\_\_\_\_\_\_\_\_\_\_. I appreciate the opportunity to work with you and the staff of ABC Organization.

Please contact me to discuss any remaining requirements and to schedule an exit interview if needed. I feel positive about my contributions and believe it is time to conclude my service.

Sincerely,

*Student Name* [signed]

Student Name [Typed beneath the signature]