<Date>

<Supervisor’s Name>  
<Supervisor’s Title>  
Western Oregon University  
Monmouth, Oregon

Dear <Mr./Ms. Last Name>:

Please accept this letter as formal notification that I am leaving my position with Western Oregon University on <last day of employment Month, Day, Year>.

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

Sincerely,

Your Signature inserted on hard copy letter

<Your Typed Name>