<Month, Date, Year>

<Employee Name>

<Home Street Address>

<City, State, Zip Code>

**RE: Notice of Resignation from Employment at Carnegie Mellon University**

Dear <Supervisor’s Name>:

Please accept this letter of resignation from my position as <business title>. My last day of work will be <Date>. I acknowledge that:

[ ]  I am providing appropriate notice of my resignation, as established in the [Staff Handbook](https://www.cmu.edu/hr/assets/hr/restrict/staffhandbook.pdf) (two weeks or more notice for nonexempt positions and one month or more for exempt positions).

[ ]  I am not providing appropriate notice of my resignation, as established in the [Staff Handbook](https://www.cmu.edu/hr/assets/hr/restrict/staffhandbook.pdf).

I am resigning my position for the following reason (please select your primary reason):

**☐** Career change

**☐** Personal reasons

**☐** Dissatisfied with Flexible Work Posture

**☐** Relocation

**☐** Dissatisfied with job

**☐** Retirement

**☐** Health

**☐** Return to school/focus on education

**☐** Military Service

**☐** Transportation

**☐** New Job

**☐** Other: Click Here To Add Text

<OPTIONAL CLOSING: I appreciate the opportunities afforded to me while at Carnegie Mellon University, and I wish everyone on the team much success in the coming years. I would be happy to meet with you at your convenience to discuss the transition of my duties.>

Sincerely,

<Name>

<Business Title>

<Department/Division/College>