

Date

Dear President Beard,

I am writing to formally resign from my position as [Your Job Title] at Florida A&M University, effective 8/13/2024 . I have greatly valued my time at FAMU and have appreciated the opportunities for professional and personal development that I have been given. I am grateful for the chance to work alongside such a talented team and contribute to a project I found fulfilling.

Thank you again for the support and experiences I have gained during my tenure. I look forward to staying in touch and wish FAMU continued success in the future.

Sincerely,

[Your Name]