**RESIGNATION/RETIREMENT LETTER** **TEMPLATE**

To:  (Manager)

From: (Employee)

Date: (Today’s date)

Subject:  (Voluntary Resignation/Retirement)

Resignation/Retirement Effective Date: (Effective date)

Position Number: (Position number)

This is to notify you that I am (voluntarily resigning or retiring) from my (position title) position in (department) here at California State University, Fullerton.

Sincerely,

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_          Date:  \_\_\_\_\_\_\_\_\_\_