

SAMPLE RESIGNATION LETTER

Date

Name

Your Phone Number

Your Email

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with the Swem Library XYZ department on X DATE.

Thank you for the opportunities you have provided me during my time with the department.

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

Sincerely,

Your Signature

Your Typed Name

Post-Employment Recommendation/Reference Status

For Swem Library Student Employees

Student's Name _____

Department of Employment _____

Check one of the following options:

_____ I permit Swem personnel to disclose recommendation/reference information regarding my employment at Swem Library, unless otherwise notified.

_____ I permit Swem personnel to disclose reference information only regarding my employment at Swem Library, unless otherwise notified.

_____ I permit only the following members of Swem personnel to disclose recommendation/reference information regarding my employment at Swem Library, unless otherwise notified.

Name _____

Name _____

Name _____

Name _____

Name _____

Note any additional names

_____ I do not permit Swem personnel to disclose any recommendation/reference information regarding my employment at Swem Library, unless otherwise notified.

Student Signature _____

Date _____