

RESIGNATION LETTER TEMPLATE

February 22, 2021

<DEPARTMENT HEAD NAME>
College of Health and Human Development
The Pennsylvania State University
<OFFICE # AND BUILDING NAME> Building
University Park, PA 16802

Dear <NAME>:

I hereby irrevocably resign from my University employment as <TITLE AND DEPARTMENT> in the College of Health and Human Development at the Penn State University Park Campus, effective <LAST DATE OF EMPLOYMENT>.

Sincerely,

<NAME>

cc: Unit Administrative Support Coordinator
Erica Lutz, Human Resources Consultant
Dean Newschaffer (if TT)

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