Below is sample letter you may wish to use in composing your personal letter to the Provost regarding your **resignation**. Please note that the letter/email should be copied to the list of individuals at the bottom of the letter to ensure proper processing. If you have questions, please call the Office of Faculty Affairs.

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**<date>**

Dr. Xuanning Fu

Provost and Vice President for Academic Affairs California State University Fresno

5200 Barton Avenue, MS / ML48

Fresno, CA 93740-8027

Dear Provost Fu:

At this time, it is my intention to resign from my position as <<rank> with the <department>. My last day of teaching will be **<date>.**

***Feel free to make any additional comments or appropriate personal statements here for your reasoning of the resignation.*** It is important to note if you will be accepting a position at another CalState campus for Benefits involvement to transfer CalPERS and sick leave.

I have served this university and its students since **<date>.** Teaching students has been a central part of my life. *(include any personal projects/programs you’re worked on or accomplished)*. As to I will also miss the many personal and professional relationships that I have developed while at the university.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Dr. <name>

<rank> of <department>

c: <name>, Dean, College of \_\_\_\_\_\_\_\_

<name>, Chair, Department of \_\_\_\_\_\_\_\_

Office of Faculty Affairs (by email to facultyaffairs@mail.fresnostate.edu)

Sarah Confer, Benefits Office (by email sarahconfer@mail.fresnostate.edu)