[Month Day Year]

[Name of Chair/Director], [Title]

[Department/School]

Box [Box Number]

Dear [Title] {Name of Chair/Director],

I write this letter to inform you that as we have previously discussed, I will be resigning from my position as [Title] in the [Department/School] the College of Engineering at the University on [Month Day, Year]. Please consider this my formal resignation letter.

[Include Reason for leaving]

[If new place of employment, provide the name of new employer, what title will be held and location]

I understand that with this resignation, I will be relinquishing my title as [Name of Professorship]. At this time, I would like to request to continue my affiliation with [Department/School] through the formalization of an Affiliate [Rank of Title] position effective [Month Day, Year].

Thank you for your consideration,

[Name]

[Title]

Cc: [Name of Administrator], Administrator, [Department/School]

 CoE Human Resources

[For more information, visit: <https://ap.washington.edu/ahr/working/leaving-the-uw/>]