January 25, 2012

**Enter Supervisor’s Full Name**

Seward County Community College

PO Box 1137

Liberal KS 67905-1137

Dear **Supervisor’s First Name**:

This is my formal notification that I am resigning from SCCC as **(Enter Title).** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ will be my last day of employment.

I appreciate the opportunities I have been given here, and wish you much success in the future.

Sincerely,

**(Employee’s Signature)**

**Employee’s Name**

cc: **Enter Administrator’s Name**

Human Resources

