Current Date

Supervisor Name

Supervisor Address

Dear Supervisor,

I am writing to inform you of my resignation/retirement in my position as XX, in the Operational Unit at the Waisman Center. My last working day at the Waisman Center will be (date). [OPTIONAL if extending last day on payroll with paid leave: “*I plan to use paid leave to extend my last day on payroll to (date).”]*.

(If you are transferring within the UW System or to another WI State Agency, please note this here and the date you start)

I thank you for the opportunity to work alongside many great individuals and have thoroughly enjoyed my time here at the Waisman Center.

Thank you for providing me an opportunity to grow professionally and to learn so much during this time and if I can be of assistance during this time of transition, please let me know.

Please direct any forwarding mail to Address and I can be reached at this Phone Number/Email in the future.

Sincerely,

(Signature)