

[Date]
[Recipient's Name]
George Mason University
MS []
4400 University Drive
Fairfax, VA 22030

Dear []:

Please accept this letter as my formal resignation as [Title] from George Mason University, effective [Date]. I am leaving my position due to [reason – examples include moving out of town, graduation, admission to graduate school, retirement, etc.].

Sincerely,

[Your Name]