[Your Name]

[Your Street Address]

[Your City, ST ZIP Code]

[Select Date From Drop Down]

Barton Community College

Attn: Dr. Carl Heilman, President

245 NE 30 Road

Great Bend, KS 67530

Dear Dr. Heilman:

I am resigning from my [Your Job Title] position. My last day at Barton Community College will be [Select Day and Date from Drop Down]. [Enter any additional information you would like to include here.]

I wish the College and its employees much success in the coming years.

Sincerely,

Knoblich, Julie

CC: [Your Supervisor’s Name]
 Office of Human Resources