**辭職信 – 樣本 (國際學生因為畢業, I-20 到期)**

**Resignation Letter/Email – Sample**

**Scenario: Graduation/I-20 Expiry**

Email to [ Manager’s email address ]

cc: hr@les.edu

Date: [ mm/dd/yyyy ]

Dear [ Manager’s name ]:

This is my last semester of study at Logos. With my I-20 expiry, [ **mm/dd** ] will be my last day of work at Logos.  Please accept my resignation. Thank you!!

Best regards,

[ Your name ]