

[EMPLOYEE NAME]
[EMPLOYEE TITLE]
[EMPLOYEE DEPARTMENT]

[DATE]

VIA [EMAIL/MAIL/HAND DELIVERY]

Dear [EMPLOYEE]:

This letter is a formal acceptance of your resignation from the [TITLE] position in [DEPARTMENT]. In order to facilitate the transition, your resignation is being accepted effective [DATE]. Please ensure the following items are completed prior to your departure:

1. Please make sure your physical address and personal email is up to date with Human Resources so separation information can be sent to you.
2. Complete the Separation Check Out Form found at the link below: [SELECT RELEVANT EXIT TYPE BELOW]
 - a. Leaving the University: https://drive.google.com/file/d/1FPgq3fyx6VU_Ol39FkcF5HL0H-gGErcf/view
 - b. Transferring Employees: https://drive.google.com/file/d/1h0E9E1egScY3OhWfzM-nEnUk4hdxyIdG/view?usp=drive_link
3. Please make sure to turn in the following items:
 - a. [OUTLINE ITEMS THAT NEED TO BE RETURNED HERE]
 - b. Any keys issued to you
 - c. Nametag
 - d. University issued cell phone/tablet
 - e. Transfer all files to a location that can be accessed by myself

I wish you the best of luck in your future endeavors and thank you for your dedication to DEPARTMENT. If I can answer any questions or be of any assistance, please do not hesitate to contact me.

Sincerely,

[NAME]
[TITLE]
[DEPARTMENT]

Cc: Department File
Human Resources File