Sample Resignation/Separation Acknowledgement Letter

*Faculty Staff Handbook 3940 Resignations,* [*http://www.webpages.uidaho.edu/fsh/3940.html*](http://www.webpages.uidaho.edu/fsh/3940.html)

*\*\*Depending on the individual employee circumstance, care should be taken in wording the acknowledgement of the resignation. The purpose of the acknowledgement is to indicate the supervisor/hiring authority’s acceptance of the resignation. This is typically completed by the dean of the college/unit head. The below is only a general sample and it should be edited as appropriate for each employees’ circumstance.*

[Date]

Employee Name

Campus Zip

Email

It is with regret that I accept your resignation/retirement as a faculty member in the Department of [X], effective [Month day, year]. Thank you for meeting with me to discuss any implications of grants, projects, activities, and/or obligations that we can work through as you make this transition. I understand that you intend to keep this announcement confidential until [date] which allows us the necessary time to address the transition.

Regards,

Dean X

College/Unit

cc: Office of the Provost and Executive Vice President

 Office of Sponsored Projects