(Date) (Hand Delivered or Regular and Certified Mail)

(Employee Name)

(Address)

(City, State Zip Code)

Re: (Resignation/Retirement) Acknowledgement

Dear (Employee Name):

Thank you for your email of (date) giving notice of your resignation effective (date). This letter verifies that the University has received and accepts your formal resignation from your position as (Position Title) in (Department), effective (date).

I wish you the best in your future endeavors.

Sincerely,

(Supervisor Name)

(Position Title)

(Department)

cc: (Department)

Human Resources