Acknowledgment of Resignation/Retirement Letter

*(May be sent via e-mail)*

[Letterhead]

<Date>

<Name>

<Address>

Dear <Name>:

I am writing to acknowledge receipt of your notice of <resignation/retirement>. Your <resignation/retirement> will be effective on <date>. Your last day in the office will be <date>.

You and I will meet to discuss steps associated with your departure. Please contact Human Resource Services at 656-3150 if you have questions related to your benefits.

In the meantime, thank you for the contributions you have made during your employment at UVM and best wishes in your future endeavors.

Sincerely,

<Supervisor’s Signature>

cc: <HR Representative Name/Title>

 <Office of the Provost (if applicable)>