Acceptance of Resignation Letter Sample for Voluntary Termination



<month, date, year>

<Mr. Mrs. or Ms. employee name>

<employee’s title>

<department or college>

Dear <employee’s first name>,

This letter is to confirm receipt of and acknowledge acceptance of your letter of voluntary resignation from Arizona State University, <name of department, college or school>, which was received <day, month, date, year> for the position of <job title>, which is to be effective <day, month, date, year>.

You will continue to receive your pay as normal through <date> — up to the effective date of termination. **<Supervisors,** **use this sentence only if applicable:** Your final paycheck will also include any unused, accrued vacation, which will not exceed the amount earned for one year of service, as determined by length of service and FTE per SPP 702-01 - Vacation Leave Benefit.**>** For questions regarding your benefits, contact ASU’s Employee Service Center at 1-855-278-5081.

Please return any departmental items that you may still have in your possession — e.g., keys, credit cards, cell phone, laptop, parking pass — on or before your last day with <department, college> to <name of individual who will collect those items>.

Please complete the online exit interview [questionnaire](https://asu.co1.qualtrics.com/jfe/form/SV_eljCTgCIBcrw6cR) or contact <name, OHR Partner> at <phone number> in the Office of Human Resources to schedule the exit interview in person or via phone.

Thank you for your service to <name of department, college, school>, and to ASU. Best wishes to you in your new position.

Sincerely,

<supervisor name>

<title>

Cc: Arizona State University Office of Human Resources Personnel File

 Department File

 OHR Partner