[Date]

[Employee Name]

Address

Address

Re: Resignation Acceptance

Dear [Employee]:

This is to acknowledge receipt and acceptance of your resignation as [Job Title] in the [Program/Department]. The effective date of your resignation was close of business [Date].

When leaving the university employees are required to return all Virginia Tech property. Please return your Hokie Passport to me or to the Hokie Passport office.

Optionally, you may participate in an exit interview to provide valuable feedback to the university. You can request an exit questionnaire by [completing this form](https://vthr.teamdynamix.com/TDClient/1820/Portal/Requests/TicketRequests/NewForm?ID=0ZB51ozH9xo_).

On behalf of the [Department/Program/Office], I would like to thank you for your service, and wish you well in your new opportunities.

Sincerely,

[Supervisor]

[Title]

cc: Human Resources