HAND DELIVERED or REGULAR AND CERTIFIED MAIL

April 18, 2017

Name
Address
City, State Postal Code

RE: Resignation Acknowledgement

Dear Name:

This letter verifies that I have received and accepted your letter of resignation from your Title position effective Month, Day, Year.

As you leave your employment with Washington State University (WSU), visit the Human Resource Services (HRS) website [hrs.wsu.edu/employees/benefits/separating-employee-information](http://hrs.wsu.edu/employees/benefits/separating-employee-information/) for information of how your separation from WSU impacts your benefits including retirement program(s). The Pullman HRS Benefits staff members are available to answer your questions, please call 509-335-4521 or email hrs@wsu.edu.

Best wishes in your future endeavors.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/managers/appointing-authority/](http://hrs.wsu.edu/managers/appointing-authority/)]

Appointing Authority Name

Title

cc: Employee Supervisor

Appropriate Area/Department representative(s)

HRS Personnel File

HRS Employment Services