HAND DELIVERED or SENT REGULAR AND CERTIFIED MAIL

DATE

Name

Address

City, State Postal Code

RE: Resignation Acknowledgement

Dear Mr./Mrs. Employee Name:

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

Best wishes in your future endeavors.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/appointing-authority](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)]

Appointing Authority Name

Title

cc: Employee Supervisor

Appropriate Area/Department representative(s)

 HRS Employment Services

HRS Personnel File