

RE: Acknowledgement/Acceptance of Resignation

Dear

Per \_\_\_\_\_ on \_\_\_\_\_, I am acknowledging and accepting your resignation from your position at Northeastern University. You have confirmed your last day of employment will be \_\_\_\_\_.

I will forward your letter and necessary information to our Human Resources department and you will be contacted to begin the offboarding process.

I wish you the best in your future endeavors.

Thank you and best regards,