

SAMPLE RESIGNATION ACCEPTANCE TEMPLATE LETTER FROM MANAGEMENT

<Date Month Year>

RE: Acknowledgement/Acceptance of Resignation

Dear <Employee's First Name>,

Per <select method - "Per our conversation" or "Per your email"> on <Day, Date>, I am acknowledging and accepting your resignation from your position at Northeastern University. You have confirmed your last day of employment will be <Day, Date>.

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,

<Manager's Full Name>

<Manager's Full Title>