Date

Name

Street Address

City, State Zip

Subject: Acceptance of Resignation

Dear [INSERT NAME]:

On behalf of the University of North Texas, I accept your resignation from your position as [INSERT TITLE] in the [INSERT DEPARTMENT], which you tendered on [INSERT DATE].

Your last day at UNT will be [INSERT DATE]. [INSERT DETAILS REGARDING USE OF OR PAYOUT OF LEAVE BALANCES AND ANY EMPLOYMENT ISSUES PECULIAR TO THE EMPLOYEE]

I want to take this opportunity to thank you for your \_\_\_\_\_\_\_ years of contributions and service to the [INSERT DEPARTMENT] and the University of North Texas.

I encourage you to participate in UNT’s exit interview process, administered by the Office for Faculty Success. The information you provide is confidential and will be used only in summary form as part of an effort to identify patterns or trends in the university’s work environment. The survey is online - please click [here](https://unt.az1.qualtrics.com/SE/?SID=SV_esao2tEHGD0bjOR): <https://unt.az1.qualtrics.com/SE/?SID=SV_esao2tEHGD0bjOR> to access it. If you would prefer a phone interview, please contact the Office for Faculty Success at faculty.success@unt.edu or (940) 565-3987.

Good luck in your future endeavors and thank you again for your service to UNT.

Sincerely,

[Name]

[Title]

CC: Supervisor

 Departmental Personnel Representative

 Provost Office