



NEW YORK UNIVERSITY
Human Resources

Sample Resignation Acknowledgement Letter

Date

TO: *Name of Employee*

FROM: *Name of Human Resources Officer or Designee*

This is to acknowledge your resignation from your position as (*title of position*) at the (*school/unit/department*), effective (*resignation date*). You will receive information in the mail for continuing your benefits coverage under COBRA. You may also contact the Benefits Office directly (212-998-1270) or refer to the website at www.nyu.edu/hr and select "Your Benefits" for information about continuation of benefits.

You will receive your last paycheck on (*pay date applicable to job code*). If you provided sufficient notice under University policy, you will also receive payment for your unused, accrued vacation balance. Therefore, you will be paid for (*enter number*) vacation days.

I will arrange a time to meet with you on or before your last day: to collect all university property items identified on the attached list that are in your possession; to schedule an exit interview and to collect your ID card; Please also arrange a time to meet with your supervisor to discuss the status of projects, location of files, outstanding expense reimbursement requests, receipts or other budget matters, etc.

As you leave the University, you have a unique perspective on the strengths and weaknesses of our organization. Your input is important to the University and NYU invites you to complete a confidential and anonymous online exit questionnaire. Please visit the website at www.nyu.edu/hr; select HR Online Forms and select Exit Questionnaire.

We appreciate your service and contributions to the (*name of school/unit/department*) and wish you success in your future endeavors.

Attachment (Employee Separation/Transfer Checklist)

cc: *Supervisor*
Finance Officer