

**Manager Acknowledgment of Resignation Letter**  
(May be sent via email)

**(UC Letterhead)**

**Date**

**Employee Contact Information:**

Name  
Address  
City, State, Zip Code

**Salutation:**

Dear <Employee's Name>,

This is to acknowledge receipt of your resignation notice, effective <date>.  
Your last day working is <date>.

To facilitate leaving UC employment, in accordance with UC policy:

1. Contact UC Human Resources Service Center at (513) 556-6381 to schedule an exit interview within five business days of your last day of employment.
2. Complete and bring to the exit interview the attached *Separation Clearance Form*. Please obtain all applicable signatures from the department, Parking and Public Safety prior to attending the exit interview. Parking and Public Safety are located in Edwards 4 on Corry Street on main campus.
3. Review the *Separation – To Do List* prior to your exit interview.
4. Consider completing a *questionnaire* in regards to your employment at UC prior to your exit interview.

Thank you for your contributions during your employment at the University of Cincinnati.

Sincerely,

<Manager's Signature>

cc: Human Resources