

DATE

NAME

ADDRESS

Dear NAME,

The University of Alabama and the (DEPARTMENT NAME) accept your resignation effective (DATE).

All University of Alabama and departmental keys, Action Card, identification cards, equipment, electronic devices, files/notes, and property in your possession are to be returned prior to your separation of employment. Also, arrangements will be made through (NAME) for the removal of personal belongings from your office.

As required under Alabama Administrative Code r. 480-4-2.19, information regarding the Notice of Availability of Unemployment Compensation may be located on the Human Resources website under Employee Resources – Workplace Posters.

Please visit HR's website for [Important Exit Information](#) regarding any benefits available to you at the time of separation. If you have any additional questions, you may contact the HR Service Center at (205) 348-7732 or go to the Employee Resources Center located at 1515 Flint River Drive.

Sincerely,

NAME

TITLE

Cc: HR Business Partner
Personnel File