

DATE

NAME
ADDRESS

Dear NAME,

This notification is a confirmation of our discussion on (DATE) in which you verbally notified me of your resignation effective for (RESIGNATION DATE). The University of Alabama and the (DEPARTMENT NAME) accept your verbal resignation.

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 before you separate employment. Also, arrangements will be made through (NAME) to remove 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