

DATE

NAME  
ADDRESS

Subject: Verbal Resignation

This notification is 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) accepts 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 prior to your separation of employment.

Also, arrangements will be made through (NAME) for the removal of personal belongings from your office.

Additionally, you may contact the Human Resources Service Center at 348-7732 or go to the Human Resources Administration Building located at 1670 Ruby Tyler Parkway to discuss any benefits available to you at the time of termination.

Sincerely,

NAME  
TITLE

Cc: HR Business Partner