

**Sample Resignation Acknowledgement Letter**  
**For all Employees Except Adjunct Faculty**

*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 PeopleLink at [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu) or 212-992-LINK (5465) or refer to the website at [www.nyu.edu/employees/benefit.html](http://www.nyu.edu/employees/benefit.html) and select your employee category for information about continuation of benefits.

If you are enrolled in Medical, Dental or Vision benefits through NYU, those coverages end on the last day of the month in which you terminate employment. If you are enrolled in NYU Group Basic and/or Supplemental Life Insurance, Long Term Disability or Business Travel Accident coverage, those coverage end on the day you terminate employment with NYU.

I will arrange a time to meet with you on or before your last day to collect all university property items such as your NYU ID card and office keys. 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 click on [Exit Questionnaire](#) available on the NYU website.

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

Sincerely,

(*HRO name*)

*cc: Supervisor, employee file*

\*Please note that if you provided less than one month notice you will not be paid for unused accrued vacation days.