

SAMPLE – Resignation Acceptance

[Date]

[Name]

[Address]

Via **[Hand Delivery OR Certified Mail No. _____]**

Dear **[Mr./Ms. Last Name]**:

The purpose of this letter is to acknowledge receipt and acceptance of the attached written voluntary resignation of **[date]** which you **[hand-delivered / mailed / emailed]** to **[name]**, **[title]**, at **[time]**. Based upon this letter, your resignation is effective **[date]** at **[time]**.

All property belonging to the State of West Virginia, which you have under your control or in your personal possession, must be returned and delivered to the control of **[name]**, **[title]**, **[immediately or on date of resignation]**. Such property shall include, but not be limited to: keys to any State offices, access cards, and identification cards. After your date of separation, you are not to enter the non-public areas of the **[agency/department name]** offices without prior authorization from me or an agent of my office. Please contact **[benefits coordinator]** at **[telephone number]** should you have any questions concerning your retirement or insurance benefits.

I would like to thank you for your service and wish you success with your future endeavors.

Sincerely,

[Appropriate Signature Authority]

Attachment

c: Agency Personnel File
West Virginia Division of Personnel

[OPTIONAL LANGUAGE - *If the employer meets with the employee and hand delivers the letter, the employer may request that the employee verify receipt by signing the following acknowledgment typed at the bottom of the letter.*]

I have received a copy and am aware of the contents of the foregoing letter

Employee Signature

Date

[OPTIONAL LANGUAGE - *If mailed via U. S. Postal Service, the following certification may be typed at the bottom of the letter.*]

The undersigned certifies that the above letter / notification was mailed to **[name]** by first-class and certified mail, return receipt requested, on the _____ day of _____, 20_____.

[signature] _____
[typed name and title]

[NOTE: *Revised 6/2013. Ensure law, rule, and policy language is current.*]