

To: (Employee’s Name), (Employee ID#), (Employee’s Title)

From: (Supervisor’s Name), Supervisor’s Title)

Date: (Today’s date)

RE: Acceptance of Resignation from Employment

On (date resignation notice received), you submitted your resignation as (employee’s title) at the University of Nevada, Las Vegas (UNLV), effective (last day of employment at UNLV that includes the last day of annual leave) as you are leaving [Student Life/UNLV (if staying within school/system) or NSHE (if leaving the school system)]. Thus, your last day in the office will be (insert date). This memorandum is to formally accept your resignation and inform you that in accordance with Title 2, Chapter 5, Section 5.15 of the NSHE Code, you have three (3) working days from the time your resignation is accepted to rescind. Should you choose to rescind, please notify me immediately of your intent to do so. I am available if you have any questions.

Also, during this transition, please complete the following:

* Notify students and staff personally of departure and let (supervisor or designee’s name) know when a broad announcement can be shared.
* Return PCard and department PCard to Purchasing and Contracts Department
* Return all office equipment and university property (iPads/tablets, laptops, keys, ID, cellphone, Wi-Fi device, etc.)
* Draft a transition document with:
	+ Key items currently working on, progress, and what needs to be done within the next 3 months. (Detailed to do list.)
	+ Outline in broad terms what needs to happen during next year (12 months of broad to do list)
* Ensure transition of files/office documents/ Workday delegation
	+ Move documents into Google/ X-Drive or if confidential such as personnel evaluations give access (supervisor or designee’s name)
	+ Change ownership of google docs to (generic office email or supervisors email)
	+ Put room reservations and other key documents into shared X or google drive
	+ Delegate Workday inbox for all transactions
* Refer to the HR Offboarding website for more details:<https://www.unlv.edu/hr/offboarding>

Please contact the Office of Human Resources at 702-895-3504 to schedule an appointment with Benefits, to complete the necessary clearance paperwork. You must complete this process prior to receiving any final payment for services. Your final pay check will be processed through the normal payroll cycle and will be distributed on the 1st of the month accordingly.

Thank you for your contributions to UNLV and we wish you the best in the future.

CC: UNLV Human Resources and Student Life (SLHR@unlv.edu)