1/1/2025

EMPLOYEE NAME

EMPLOYEE ADDRESS

Dear EMPLOYEE NAME:

I am writing to acknowledge receipt of your notice of resignation or retirement. To confirm, your resignation or retirement will be effective on 1/1/2025, and your last day in the office will be 1/1/2025.

I’ll be working with you in the coming days to discuss next steps associated with your departure.

Please contact the WVU Shared Services team at 304-293-6006 or [SharedServices@mail.wvu.edu](mailto:SharedServices@mail.wvu.edu) if you have questions related to your benefits.

In the meantime, thank you for the contributions you have made during your employment at WVU and best wishes in your future endeavors.

Sincerely,

SUPERVISOR NAME

cc: STRATEGIC HR PARTNER NAME

Office of the Provost (IF APPLICABLE)