[Department Letterhead]

[Date]

[Employee Name]

[Department Name]

University of South Carolina

[City, SC Zip]

Re: Resignation Acceptance

Dear [Employee Name]:

This is to acknowledge receipt and acceptance of your resignation as [Position Title] in the [Campus/College/Division, Department Name]. You indicated your last day of work will be [Month Day, Year].

Prior to your departure, I will meet with you to discuss your offboarding timeline, transition plan and how we will communicate your departure to others.

Look for the Offboarding tile on your Employee Self Service (ESS) menu in [HCM PeopleSoft](https://hcm.ps.sc.edu/) soon after your resignation is processed. Here, you will:

* Complete your Offboarding tasks to ensure a smooth departure and the accuracy of your final paycheck.
* Review important information about your benefits and leave.
* Provide us feedback about your employment experience by completing the exit interview.

You will have up to 45 days from your separation date to access ESS to view your final check, print paystubs, and update your mailing address to receive your W-2, 1095-C and other information.

If you have any questions or if I can be of any assistance during this transition, please let me know. Thank you for your contributions to the university and I wish you well in your future endeavors.

Sincerely,

[Supervisor/Manager Name]

[Title]