**Employee Transfer**

**Acceptance of resignation - Email template**

Dear [First name]

**Acceptance of resignation**

I am writing to acknowledge that I have received your resignation dated [date] and confirm that your final day of employment with the [School of/x department] is [leaving date].

To help ensure a smooth transfer, please complete the actions detailed in our [Employee Transfer Checklist](https://www.ed.ac.uk/human-resources/policies-guidance/leaving-university/leavers-checklist) before you leave. Some of these actions include; checking your annual leave record is up-to-date and returning your keys.

[Include any School/Department specific information here, which is not already mentioned in the Employee Transfer Checklist, for example, who School/Department property should be returned to].

[If the line manager is sending this email include the sentence below].

If you would like to have an exit interview with me, or another senior member of staff in our [School/Department], please let me know and I will arrange this for you.

[If local School/Professional Services Group HR team is sending this email include the sentence below].

If you would like to have an exit interview with your line manager, or another senior member of staff in our [School/Department], please contact them directly to arrange this.

On behalf of [the School of/ the x department], I would like to thank you for your service and wish you the very best in your new role at the University.

Yours sincerely,