**Last updated: 8/10/2021**

Date

Applicant Name

Street Address

City, State Zip Code

Dear Name:

I accept your notice of resignation/retirement from the University of Wisconsin-Madison, College of Agricultural and Life Sciences, Department of DEPARTMENT NAME and the Operational Area of OPERATIONAL AREA. Based on your notice of resignation/retirement, your last day worked is DATE (if applicable) and your last day in pay status is THE LAST DAY THE EMPLOYEE WILL BE PAID*.*

I want to thank you for your service to our Department (if staying within UW) or University (if leaving UW), and to wish you well in your new endeavors. Concurrent with your effective resignation/retirement date, you should stop referring to your current appointment in any communications, business cards, email etc**.**

Choose the following wording as applicable:

**LEAVING UW**: Because you will no longer be employed at the University, check with your Payroll & Benefits Specialist, [name and contact information], about the status of your sick leave, vacation, and benefits. Please note:

* If you have overused your leave balances, the amount that you have overused will be deducted from your last paycheck. If this cannot be recouped from your last check, you must pay that amount back to the University of Wisconsin.
* If your address changes within the next year, please let me know so that the UW-Madison can send your W-2 form to the correct address.
* If you want to retain any of your payroll or tax documents, you must log into MyUW before your last day to save them. Effective the first day you are not on payroll; you will not be able to access these documents on MyUW.

You must return all departmental and/or University property prior to your last day, including:

* Departmental keys and building access cards,
* Parking passes obtained from UW Transportation Services (see here for information: <https://transportation.wisc.edu/permits/#Cancel>),
* Computers and any other items purchased by or owned by the UW or Department of DEPARTMENT NAME.
* Note: You **do not** have to return your UW ID card (WisCard).

**TRANSFER WITHIN UW:** Because you will no longer be employed by the Department of DEPARTMENT NAME, check with your Payroll & Benefits Specialist, [name and contact information], in your current department, along with the benefits coordinator in your new department, about the status of your sick leave, vacation and benefits.

You must return all departmental property prior to your last day, including:

* Departmental keys and building access cards,
* Computers and any other items purchased by or owned by the UW or Department of DEPARTMENT NAME.
* Note: You **do not** have to return your UW ID card (WisCard).

(If applicable) We invite you to participate in an exit interview to discuss your experiences in our department. If you are interested in an exit interview, please contact (Departmental HR contact or Supervisor) NAME, EMAIL and PHONE.

Additional tasks that should be completed before your departure can be found on the [CALS Departing Employee Offboarding Checklist](https://uwmadison.box.com/shared/static/bpsdpnkncuqh2q6n0it4w8xi7n300jn8.docx) which can be found on the CALS Offboarding Toolkit: <https://hr.cals.wisc.edu/administrative-resources/offboarding-toolkit/>.

Lastly, separating employees may be eligible for unemployment insurance by filing an unemployment claim in the first week that employment stops or work hours are reduced. Reference [digital poster](https://dwd.wisconsin.gov/eworkboard/unemployment) for when and how to apply for unemployment benefits and see additional information on the Department of Workforce Development website: <https://dwd.wi.gov/eworkboard>.

If you have any questions regarding the exit process, please feel free to contact NAME, at EMAIL or by phone at PHONE.

Again, thank you for your contributions to our school’s missions.

Sincerely,

DEPARTMENT REPRESENTATIVE NAME

SIGNATURE BLOCK

cc: Department of NAME

SUPERVISOR NAME

Personnel File

Empl ID: XXXXXXXX