

# Example

## Letter Of Acceptance – Resignation In Lieu Of Termination

[Date]

Employee Name  
Campus address

Dear [Employee Name]:

We received your letter of resignation dated \_\_\_\_\_. **We will accept your letter of resignation in lieu of termination effective \_\_\_\_\_.** Based on this decision, [you will] [you will not] be eligible for rehire with The Ohio State University.

**You must return all university property, such as keys, BuckID, computer, files, etc., on your last day of work. Please turn these items in to \_\_\_\_\_.**

Upon termination from The Ohio State University, you may be eligible to continue certain benefits. For more information, including deadlines for continuing and/or converting benefits, go to [hr.osu.edu/life-events/leaving-ohio-state/](http://hr.osu.edu/life-events/leaving-ohio-state/).

Sincerely,

Appointing authority or designee

c: SHRP, Director, HR Employee and Labor Relations

**Note: Items appearing in bold are required in the letter**



**THE OHIO STATE UNIVERSITY**  
HUMAN RESOURCES

