[DATE]

[SUPERVISOR NAME]

[SUPERVISOR TITLE], Facilities Management

University of Victoria

**Delivered by Hand**

Dear [SUPERVISOR NAME]:

This letter is my official notification to you and the University that my last day of work will be [DATE]. I then plan to use my leave entitlements to maintain my full payroll until [DATE].

I would like to thank you for all the great opportunities you have given me as an employee at the University. I have enjoyed working with and learning from my colleagues, and am ready to move on to the next phase in my life.

If you have any questions or concerns, or require further information, please don’t hesitate to contact me.

Sincerely,

[EMPLOYEE NAME]

[ADDRESS]

[PHONE NUMBER]

[EMAIL]

cc: Department Manager

Department Director

Pension & Benefits Office

Payroll Office

EE File