Department Letterhead

To: EMPLOYEE

From: SUPERVISOR

Date: DATE

RE: Retirement Acceptance

Dear EMPLOYEE,

On DATE, you submitted your written retirement to be effective DATE. This letter serves as my acceptance of your retirement.

Information regarding your benefits, including future insurance coverage, payment for unused vacation and any other matters that are applicable to retiring employees can be found on the People Excellence [website](https://www.utsa.edu/people-excellence/current-employees/planning-for-retirement.html). Should you have any additional questions, please contact the People Excellence Employee Services Team at 210-458-4250 or hr@utsa.edu.

University procedures require you to return all University property that is still in your possession including, but not limited to any issued technology, office keys and University identification card prior to your last day. Please return these items no later than DATE, TIME. (ADD THE FOLLOWING STATEMENT IF APPLICABLE) Due to the remote nature of your position, we will need to coordinate a time to collect these items. Please contact NAME, TITLE, at PHONE NUMBER, EMAIL to schedule an appointment to return these items and to recover any personal property you may have on campus prior to your last day.

We sincerely value the many contributions you have made to UTSA during your time with the University.

Sincerely,

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Supervisor Name

Title, Department

Cc: People Excellence