**Pro forma letter A3**

**Letter of resignation on voluntary terms from employee whose post is at risk of redundancy**

**From employee to department**

[Date]

Dear [departmental administrator]

I am writing to confirm that I wish to resign from employment at the University on the enhanced terms we have previously discussed and agreed.

I understand that this resignation will not be effective until such time as it is accepted by the department.

Yours sincerely,

[N.B. A signed and dated copy of this letter should be retained on file.]