

**From:** Human Resources

**Sent:** [Date & Time]

**To:** [Departing Team Member name & email]

**Cc:** [Departing Team Member's Manager; HR Business Partner; Payroll]

**Subject:** Resignation Acknowledgment – [Departing Team Member Name & ID#]

Attached



Dear [Departing Team Member]

We are writing to acknowledge your resignation from the position of [Position] and to thank you for the personal contribution that you have made through this role to Unitec, our staff and our students. We confirm that your last day of work will be [Date].

#### **Leaving arrangements**

Following your resignation, we will provide your manager with an Employee Clearance Form, which must be completed and returned to the Payroll department prior to your leaving so that your final pay can be actioned. Access to Self Service will be disabled along with access to other IMS services as at your last day of employment.

#### **Group Insurance – Continuation**

Your cover under Unitec's Group Life and Income Protection Insurance Plans ceases at the end of your permanent employment with us. However, your attention is drawn to a special Continuation Option contained in the Plan. You have 45 days from the date of your last day of employment at Unitec to obtain continuous cover of your insurance cover with Sovereign Assurance Company Limited under certain conditions. A continuation option allows you to transfer the group insurance to a policy of your own without having to complete extensive paperwork or having to provide detailed evidence of your current health. This allows you to continue the insurance you have received while being employed with Unitec. For further information on this option, please contact Paige Venter at Mercer Marsh Benefits on (0800) 307 8200 or email [Paige.Venter@marsh.com](mailto:Paige.Venter@marsh.com). Please note that the onus is on you to apply for the Continuation Option at the time of leaving.

#### **Exit Interview**

As you leave Unitec, you have a unique perspective on the strengths and weaknesses of our Organisation. We value any constructive feedback that you have about your experiences of working for Unitec and would like to invite you to attend an exit interview or complete an exit interview questionnaire online before you leave.

In addition there is an on-line exit interview which we encourage you to take part in. To access the on-line exit interview questionnaire, please use this link:

[https://unitec.qualtrics.com/SE/?SID=SV\\_cCQvRSvVwcqHGuh](https://unitec.qualtrics.com/SE/?SID=SV_cCQvRSvVwcqHGuh) or alternatively, contact your HR Business Partner for an interview.

Unitec commits to holding all responses obtained during an exit interview in strict confidence, and we will only use the data gathered in a summary report to analyse trends in employee turnover and to identify organisational actions to improve employee satisfaction and engagement.

We would like to thank you again for your service to Unitec, and wish you every success and much happiness for the future.

Yours sincerely  
Human Resources