



**UNIVERSITY OF MASSACHUSETTS BOSTON**  
HUMAN RESOURCES

100 Morrissey Boulevard  
Boston, MA 02125-3393  
P: 617.287.5150  
F: 617.287.5179  
[www.umb.edu/hr](http://www.umb.edu/hr)

**VSIP NOTIFICATION OF RESIGNATION**

\_\_\_\_\_, 2017

I, \_\_\_\_\_, hereby inform my employer, the University of Massachusetts Boston, that I am resigning from my UMass Boston employment effective \_\_\_\_\_, 2017. My resignation is pursuant to my participation in the University of Massachusetts Voluntary Separation Incentive Program.

Sincerely,

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_