

To Whom It May Concern,

I hereby formally resign my position of employment at \_\_\_\_\_.  
My last day is \_\_\_\_\_.

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

Signature: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

*Please fax or scan this to sheet to HR & to Custodial Services.*

*HR fax: 801-402-5354*

*HR email: [jhigh@dsdmail.net](mailto:jhigh@dsdmail.net)*

*Custodial Services fax: 801-402-7881*

*Custodial Services email: [dscustodial@dsdmail.net](mailto:dscustodial@dsdmail.net)*