

LETTER OF VOLUNTARY RESIGNATION/RETIREMENT

Name: _____

Campus/Dept: _____ Position: _____

Effective Date of Resignation

end of the contract period

____/____/____

Are you working summer school?

_____ Yes _____ No

I understand that my resignation/retirement is voluntary and irrevocable if at the end of my contract period or following acceptance from the Director of Human Resources.

Reason for Leaving:

Signature

Date

Printed Name

Personal Email Address

Best Contact Telephone Number

Address if different from what is currently on file.



DEPARTMENT OF HUMAN RESOURCES USE ONLY

Received by: _____ on: _____

Accepted by Human Resources Director: _____

On: _____

Denied by Human Resources Director: _____

On: _____