

## Submitting a Resignation – Employee Service Center

1. Open your Employee Service Center
2. Click on Employee Records on the navigation bar on the left side of the page.
3. Click the **My Employee Resignation** link to open the Employee Separation Notice entry point in a new window.
4. Enter your **Proposed Last Date of Work**, and select your **Separation Type** and **Separation Reason**.
5. Click the **Upload** button in the Attachment section to attach documents to your resignation submission. You must upload an actual **SIGNED** resignation letter.
6. Use the Dropdown to select the type of document you are attaching (Resignation Letter)
7. Click the **Submit** button to submit your resignation.

### Employee Separation Notice

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Employee Resignation Notice

[Redacted]

Last Check Address: [Redacted] +

Phone: [Redacted] +

Proposed Last Date of Work: ★ 05-27-2020 **Proposed Last Date of Work must be a date within the Assignment Start Date and Assignment End Date.**

Separation Type: ★ Resign ▼ Separation Reason: ★ Family/Personal ▼

**Attachments** ▼

Please attach an actual **SIGNED** resignation letter to this request. Once attached, please make sure you click on the resignation type below your attachment. This will provide a drop down for you to select resignation letter as your type.

**Upload**  Drop files here or use the Upload button to attach.

File Name	Type	Delete
Signed Resignation.pdf	<span style="border: 1px solid red; padding: 2px;">Resignation Letter ▼</span>	

**Position Information** 1 Record ▼

Assignment Start Date	Assignment End Date	PCN	Job Title	Role Name	Org ID	Org Name
[Redacted]						

**Employees on contracts are not guaranteed a release of contract unless the date occurs upon the completion of the terms of your current contract and prior to the 45th day before the first day of instruction of the next year's contract.**

**Submit** **Cancel**