

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 Executive 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: _____

Received in Human Resources by: _____

Accepted by Executive Director of Human Resources: _____

On: _____

Denied by Executive Director of Human Resources: _____

On: _____