

Resignation/Retiring/Leave Letter

I, _____ am resigning retiring
taking leave from my position as _____

Effective as of: _____

Last day worked: _____

If you are resigning, please explain why. _____

I have returned the following to my supervisor:

Keys I.D. Badge Time Card Security Code Card Fuel Card
 Electronic Device(s) Other: _____

Signature of employee: _____

Date: _____

Title of person accepting form: _____

Signature of person accepting this form: _____

Date: _____

Notes: _____

