

To \_\_\_\_\_  
*Department Head or Supervisor*

I, \_\_\_\_\_ wish to formally notify you  
*Your Name*

that I am resigning my position effective \_\_\_\_\_.  
*Date*

The reason for my resignation is

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My new address (*if applicable*) is

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Mail my final paycheck to

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Hold my final paycheck. I will pick it up on payday.

\_\_\_\_\_  
*Employee Signature* *Date*