



NOTICE OF RESIGNATION

INSTRUCTIONS: To be completed by employee if no resignation letter is submitted.

EMPLOYEE NAME: _____ EMPLOYEE #: _____

JOB TITLE: _____ DIVISION: _____

LAST DATE OF EMPLOYMENT: _____

REASON FOR LEAVING: _____

ADDITIONAL COMMENTS: _____

All city-owned property (gas cards, credit cards, uniforms, radios, keys, City ID) must be turned in to immediate supervisor/manager. An exit interview form will be mailed to your home address for completion. If you would like to schedule an exit interview, please call Human Resources at 209-5060.

SIGNATURE: _____

DATE: _____

ACCEPTED BY: _____

DATE: _____