



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard • Los Angeles, CA 90010-1106

VOLUNTARY RESIGNATION

Name: _____

Department: _____

Position: _____

Date of hire: _____

I voluntarily resign my employment with Southwestern Law School. My last day of employment will be:

_____	_____	_____
Month	Day	Year

My reasons for resigning are:

- Accepted employment with another institution/company
- Returning to school
- Relocating to another area Provide location: _____
- Attending to family needs
- Illness or disability
- Retirement
- Other: _____

Forwarding address:

Employee Signature

Date

Department Director Signature

Date

Personnel Officer Signature

Date

Distribution: Accounting, Personnel, Department, Employee