

RESIGNATION OF EMPLOYMENT

The Agency Personnel Policies, policy number II-13, "Termination of Employment" states that all employees are expected to give a written two week notice of their intent to resign, including the reason for their resignation. Additional notice is much appreciated. Refer to this section for more information concerning resignation. Head Start employees should mail or hand deliver their written resignation to the Head Start office in South Pittsburg.

Below is a recommended layout of a written resignation:

Name: _____ Workstation: _____

Reason for resignation: _____

Last work day expected: _____

Note any availability for part-time employment or interest in other positions: _____

Signature: _____ Date: _____