

LETTER OF RESIGNATION

TODAY'S DATE: _____

TO: _____
(Immediate Supervisor's Name)

I, _____ hereby resign my position as,
(Name)

_____ at Washington University
(Job Title)

Department of Biology, effective _____
(Last day you will work)

My reason(s) for leaving is(are):

- _____ To begin a new job elsewhere
- _____ Transferring to another WU department (indicate new dept.) _____
- _____ Moving out of the area
- _____ Returning to school
- _____ Spouse transferring to new job
- _____ Personal reasons
- _____ Dissatisfied with pay, hours, or type of work
- _____ Retirement
- _____ Planning to marry
- _____ Family business
- _____ Personal illness
- _____ To take time off
- _____ Other, please explain (Use additional sheets if necessary)

Forwarding address for final paycheck & future correspondence:

<i>Biology Office Use Only:</i>	
WU Property Retrieval/Notifications	
	DATE
Keys Returned	_____
I.D. Card Returned	_____
Parking Permit Returned	_____
Address Updated	_____
Notified Biol. Office	_____

Sincerely, _____

(Updated Aug.'04)