



Resignation Letter

DASNR Human Resources • 235 Agricultural Hall
Stillwater, OK 74078-6022 • (405) 744-5524 • Fax: (405) 744-8863

I, _____, hereby tender my resignation as:

_____ (title) _____ (office location)

Last hour and date of actual service: _____ : _____ (am/pm) _____ (Month/Day/Year)
(circle one)

Reason for resignation: _____

Permanent mailing address: _____

_____ (Date) _____ (Employee's Signature)

If on Federal appointment, please attach your USDA Identification Card and/or Civil Defense Card (if one was issued). USDA Card attached? ___ Yes ___ No

Note: To avoid a delay in receiving your final check and to meet payroll deadlines, please submit resignation to your supervisor allowing adequate time to forward through the district director or department head's office (minimum of two weeks prior to your last day of work for support staff or one month prior to your last day of work for professional staff).

Please route in Order Listed

Acknowledged: _____ Date _____ Supervisor

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Acknowledged: _____ Date _____ District Extension Director or Department Head

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Processed: _____ Date _____ DASNR Human Resources

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Approved: _____ Date _____ Associate Director

This section to be completed by the District or Department Leave Clerk:

Terminal Annual Leave: _____ (Hours) to be paid after resignation date.

Accumulated Unused OSU Sick Leave: _____ (Hours) at resignation date.

_____ Leave Clerk _____ Date