700.1

TO: **RESA-6**

30 G.C. & P. Road

 Wheeling, WV 26003

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Employee)

SUBJECT: **RESIGNATION**

 Please accept my resignation as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Position)

 at RESA-6. My resignation is effective at the end of the day on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 REASON: (Please check all appropriate boxes)

\_\_ Retirement

\_\_ Relocation due to: \_\_ Other Employment \_\_ Spouse’s Employment

\_\_ Other Employment \_\_ In County \_\_ Out of County \_\_ Out of State

 \_\_ In Education \_\_ Not in Education

\_\_ Personal

I understand that this item will be placed on the agenda for the next regularly scheduled board meeting and will be final at that time.

\_\_\_\_\_ I am requesting an exit interview to be scheduled at your earliest convenience.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee ID Number)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# **PERSONNEL USE ONLY**

**ACCOUNT CODE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sick leave adjustment: Vacation leave adjustment:

 Sick leave prior year carryover \_\_\_\_\_ Vacation leave carryover \_\_\_\_\_

 Current sick leave accum \_\_\_\_\_ Current vacation accum \_\_\_\_\_

 Total sick leave \_\_\_\_\_ Total Vacation leave \_\_\_\_\_

#  **AGENDA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_