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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_