

NOTICE OF RESIGNATION
The Adjutant General's Department
State Human Resource Office

I, _____, am resigning my position as a(n) _____
 (Print)
 _____, effective _____, which will be my last day
 at work. The reason for my resignation is:

- _____ Accepted a position with _____
- _____ End of temporary position (999er)
- _____ Moving to _____
- _____ Other (Please Specify) _____

Forwarding Address:

My last paycheck should be:

- a. _____ Direct deposited as usual
- b. _____ Mailed to forwarding address above

 Signature

 Date

Resignation Procedures

1. Submit your original resignation to your supervisor or SHRO.
2. Meet with your supervisor regarding the status of job duties, completion of needed tasks and computer files.
3. Contact OSHR immediately for:
 - a.) Information on health insurance, life insurance and KPERS, if applicable.
 - b.) Any change you would like to make regarding your address or direct deposit information.
 - c.) Scheduling an "oral" exit interview (optional).
 - d.) Consideration of a leave donation, if applicable.
4. On your last working day:
 - a.) Return all department issued property, i.e. keys, tools, uniforms, beepers, etc.
 - b.) Make a final check with your supervisor regarding status of job tasks and computer files.
 - c.) Complete an EXIT INTERVIEW FORM and seal it in the envelope provided.
 - d.) Complete, sign and submit your timesheet to your supervisor.