



California State University, Sacramento

VOLUNTARY RESIGNATION

Date: _____

To: _____
(Supervisor)

I, _____, wish to voluntarily resign from my position as
(Employee's Name – Please Print)

_____ at California State University, Sacramento
(Position)

_____, effective _____.
(Department) (Date)

My last working day will be: _____
(Date)

Reasons for voluntary resignation: (check all that apply)

- New Employment Opportunity
- Better Pay
- Relocation
- Pursue further Education
- Dissatisfied with job
- Personal Reasons
- Other: _____

Employee: _____ Date: _____
(Signature)

Full-time and part-time Staff, MPP and Faculty employees are required to complete and sign a Check-Out & Clearance form upon separation before the final pay warrant is released. Clearance forms are available in the Payroll Office in Del Norte Hall, Room 3006 and online at: <http://www.csus.edu/hr/payroll>

Acknowledgement of Receipt

Department: _____ Date: _____
(Signature)

College/Program Center: _____ Date: _____
(Signature)

Human Resources: _____ Date: _____
(Signature)

**Program Centers: Forward the original Voluntary Resignation, Absence Requests and PTF to:
Human Resources – Employment, Del Norte Hall 3009**