



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 checkout & clearance form upon separation from the University. For a complete overview of the separation process and corresponding forms, please visit Human Resources' Separation Process website.**

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**Acknowledgement of Receipt**

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

College/Program Center: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Program Centers: Forward the original Voluntary Resignation to:  
Human Resources – Employment Services, Del Norte Hall 3009; hr-empservices@csus.edu**