



Notice of Resignation for Direct Wage and Work-Study Employees

Today's Date: _____

Date of Resignation: _____

Name: _____

A: _____

Supervisor Name: _____

Department: _____

This is my formal notification that I am submitting my resignation from employment with South Texas College, effective ____/____/____. As per **Board Policy 4922**, it is understood that employees failing to comply with the provision of adequate notice and/or who fail to be approved for release from their appointment will not be eligible for rehire <http://admin.southtexascollege.edu/president/policies/pdf/4000/4922.pdf>

Minimum 5 day notice given:

I have given adequate notice

I have not given adequate notice

I understand that it is my responsibility to ensure:

- Timecard is complete and verified
- All college property is turned in to my supervisor
- Human Resources is contacted for changes to mailing address or direct deposit account(s) which will affect delivery of my last paycheck. (form available on South Texas College Human Resources website)

My reason for resignation is: (Check all that apply)

- _____ (00028) Exhausted work-study funds
- _____ (00075) Ineligible for work-study program
- _____ (00004) Accepted another part-time position within the college
- _____ (00004) Accepted full-time position within the college
- _____ (00010) Institution Separation (Include BO-7710 form)

Reason: _____

_____ Other _____

Employee signature Date

TimeForce Supervisor or Financial Manager signature Date

Approved

Not Approved

For Human Resources Use Only:						
Reviewed by:		Date:				
Personnel Action: Resignation			As per Board Policy 4922		<input type="checkbox"/> Rehireable	<input type="checkbox"/> Non-Rehireable
New Effective Date						
Position	Suffix	New Effective Date	Personnel Date	JCRE	Activate	Terminate
Entered by:				Date:		
Notes						