



## EMPLOYEE RESIGNATION FORM

Please visit the [Separations](#) page of the HRIC website for information on Voluntary and CORE benefits, COBRA, Parking Permits, EcoPass, Retirement Savings, Tuition Waivers, and other payroll deductions. This resignation form is voluntary and intended to be used in lieu of a written resignation letter. A signed copy of this form should be delivered to your immediate supervisor.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

DU ID: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Department: \_\_\_\_\_

Resignation Effective date (mm/dd/yyyy):

Please provide a brief reason for your resignation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My signature below indicates that my resignation is voluntarily.** I understand that if I have questions or concerns prior to resigning, I can talk to a member of the Human Resources and Inclusive Community (HRIC) team by emailing AskHRPartners@du.edu. Please note for non-union employees, it is customary to provide two weeks notice of your departure however we understand there are circumstances that do not allow for such notice. For union employees, please refer to the Collective Bargaining Agreement regarding notice requirements.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date(mm/dd/yyyy)

We would love to hear feedback related to your experience as an employee of the University of Denver. Please complete the anonymous on-line [DU Exit Interview Form](#). English and Spanish version of the exit interview form is available. If you do not have on-line access or would like to provide information subsequent to completing the on-line form, please contact our HR Partners, at AskHRPartners@du.edu

<p><b>Administrative Action</b></p> <p>Last day of work per department (if different from above):</p> <p>Received by: _____</p> <p>Date: _____</p>
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