

EMPLOYEE RESIGNATION FORM

Employees resigning from the University of Denver should **e-mail or hand deliver** a written resignation letter to their supervisor. This resignation form is voluntary and intended to be used in lieu of a written resignation letter.

I understand that if I have questions or concerns prior to resigning, I can talk to a member of 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.

First Name:

Middle Initial:

Last Name:

DU ID:

Position or Title:

Department:

Resignation Effective date (mm/dd/yyyy):

Please provide a brief reason for your resignation:

Please visit the Separation page of the Human Resources and Inclusive Community (HRIC) website for information on Voluntary and CORE benefits, COBRA, Parking Permits, EcoPass, Retirement Savings, Tuition Waivers, and other payroll deductions at www.du.edu/human-resources/content/separations.

We would love to hear feedback related to your experience as an employee of the University of Denver. Please complete the Employee Exit Survey prior to transitioning roles or leaving the University. You will only have access to this link and email if your manager has processed a separation form on your behalf. Contact our HR Partners, at AskHRPartners@du.edu with questions regarding this process or to request an in-person exit interview.