

Resignation Notice

Name: _____

Today's Date: _____

ID#: _____

I am giving notice that my last day of work at the Vivian Olum Child Development Center will be on _____ (specify the day of the week and the date). On this date I will be removed from the Vivian Olum CDC payroll system.

I understand that at the end of my final shift at Olum I am to have my timesheet

- legible
- signed
- complete and
- submitted to the front desk.

I have updated my mailing address in DuckWeb so all legal paperwork i.e. paychecks, W-2, etc. may reach me in a timely fashion.

I would like to be considered for reemployment for _____ (indicate the term & year). (Contact the Vivian Olum CDC **2 weeks** before registration for the next term you are wanting to be considered for reemployment.)

Signature: _____

-----OFFICE USE-----

- Susan has been notified Classroom has been notified All remaining shifts are covered
 Removed from email distribution, scheduling & database Employee file archived

Completed form resides in the front of the employee's file
