

## EMPLOYEE RESIGNATION FORM

Employees resigning from the University of Denver should ~~email~~ 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](mailto: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