

Letter of Resignation

Date _____

I, _____, resign from my employment with South Texas
(please print name)
College effective _____.

My reason for this resignation is _____

I understand that I am responsible to arrange an exit interview with Human Resources (872-5057). At that time, I will take all keys and all other College property to Human Resources in order to complete the clearance procedure.

_____ It is also my understanding that my last check will be mailed to my present address.

_____ This is notification that I request my last check be mailed to:

Signature of Employee

Date

Social Security Number



SOUTH TEXAS COLLEGE
Office of Human Resources
P O Box 9701
McAllen, TX 78502

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.