

**South Texas College
Work Study / Direct Wage
Letter of Resignation**

(Please forward original to the HR office within 3 business days)

I, _____ **Emp I.D.** _____,

resign from my **Work Study** or **Direct Wage** employment from South Texas College's

_____ department, effective as of: ____/____/____.

I understand that it is my responsibility to complete and verify my last timecard and I will turn in all College property to my supervisor before leaving.

My reason for resignation is: (Please check all that apply)

Exhausted work-study funds

Ineligible for work-study program

Accepted another part-time position within the college

Accepted full-time position within the college

Found outside employment

Other _____

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****It is my understanding that I need to contact STC Office of Human Resources, if there are any changes to my **check mailing address** or **direct deposit account(s)** which will affect the delivery of my last paycheck. Both forms are available on the STC-Human Resources website****

Employee signature **Date:** _____

TimeForce Supervisor or Financial Manager signature **Date:** _____