



University of Virginia
Facilities Management
Human Resources & Training
Skipwith Hall
1490 Leake Drive
Charlottesville, Virginia 22904

Dear HR&T:

I, _____, do hereby submit my resignation as a
Name

_____. My last full day of work will be
Job Title

_____, 20_____.

Reason for leaving:

Another job: Outside of the University Within the University Another State Agency

Relocating / Leaving the area

Retirement - Official Retirement Date: _____

Other, please summarize: _____

Sincerely,

Employee Signature

Date

Supervisor Accepted

Date