Note: For academics, please submit your retirement/resignation request [here](https://i.carleton.ca/provost/retirement-and-resignation-form/).

**Date:**

**Department:**

**Re:** Resignation

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This is a notice of my resignation. My last date of employment is <<*insert date*>>.

**Body of letter:**   
*<<Additional information as required>>.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (print name) & ID (signature) (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Chair/Director (signature) (date)

(print name)

Cc**:** Assistant Vice-President of Human Resources (humanresources@carleton.ca)