



## Notice of Voluntary Resignation

I, \_\_\_\_\_, do hereby voluntarily resign from my employment with the City of Hibbing, effective \_\_\_\_\_, which will be my *Effective date of resignation* final day of employment with the City of Hibbing.

I acknowledge that this resignation and the effective date of the resignation can not be withdrawn nor changed unilaterally by me.

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Signature

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Date

Today's Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Address, City, State, Zip Code)

Reason for Resignation: \_\_\_\_\_

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Supervisor's Signature

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Date

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City Administrator

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Date

**\*All Employees are required to contact Human Resources to complete exit paperwork prior to their last scheduled shift.**

**TO BE COMPLETED BY THE SUPERVISOR:**

Interviewed by \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Keys/Entry Security Code	Does the employee have any expenses that have not been turned in for reimbursement?
<input type="checkbox"/> Tools/Equipment	
<input type="checkbox"/> Cell Phone	
<input type="checkbox"/> Computer and equipment	
<input type="checkbox"/> Computer software	
<input type="checkbox"/> Borrowed Company items (list below)	
<hr/> <input type="checkbox"/> Other (list below)	