

Notice of Resignation
The University of Tennessee
Institute of Agriculture

TO: Supervisor

I hereby tender my resignation from the position of _____

in _____ department or location, and my last day of work will be

* _____, 20____.

Reason:

*(Do not include accrued leave. This will be included on terminating e-form.)

Employee's Signature

Date

On behalf of the University of Tennessee, I accept your resignation.

Supervisor's Signature

Date

(Prior to completion of the section for "Supervisor's Use Only" below, please provide the resigning employee a copy of this acceptance.)

Supervisor's Use Only:

Evaluation of employee's work performance:

Would you rehire this employee? _____

Will vacancy be filled? _____

Supervisor's Signature

Date

Forward to Responsible Dean's Office