



LETTER OF RESIGNATION

I, the undersigned, hereby resign from my position as (enter job title) _____

_____ effective at the close of business (enter date) _____ for the reason(s)

listed below. *(If you are transferring to another Louisiana state agency, you must state that you are transferring and indicate which agency. Failure to do so may delay your first pay check.)*

Reason(s): _____

I certify that this resignation is executed by me voluntarily and of my own free will and desire to discontinue my services with the LSU Agricultural Center.

Signature of Employee

Date

Address: _____

Accepted by:

*Signature of Unit Head or other appropriate official**

Date

**An appropriate official is anyone in the employee's chain of command, any person acting on behalf of the Unit Head including persons serving in the capacity of office manager for the unit, or any HRM Office staff member.*