LETTER OF RESIGNATION
& EXIT CHECKLIST

I, the undersigned, hereby resign from my position as (enter job title) _____ effective at the close of business on (enter date)_____ for the reason(s) listed below. ***(If transferring to another agency that is covered under the Office of Group Benefits, provide agency name and start date to avoid negative impact on your payroll and benefits.)***

Reason(s): _____

_____

_____

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

_____ _____ _____

Printed Name Signature Date

Address: _____

Accepted by: _____ _____

Signature of Unit head or other appropriate official *Date*

Note: An appropriate official is anyone in the employee's chain of command, any person authorized to act on behalf of the Unit Head including an office manager for the unit, or any HRM Office staff member.

Please review the EXIT CHECKLIST below and work with appropriate units to complete these items prior to the resignation date. Failure to complete asterisked items below may delay any terminal leave payment due to you.

- Return all keys (including building, vehicles, filing cabinets, storage facilities, housing, etc.).
- *Create and submit expense reports for outstanding travel expenses and LaCarte card transactions. Clear outstanding travel advances. If unable to do so, leave receipts and other required documentation for transactions with the unit manager.
- *Return your LaCarte card to unit office for cancellation.
- Return your University ID card, unless you are retiring.
- Consider contacting the AgCenter HRM Office for retirement, insurance and other benefits information.
- *Submit outstanding leave transactions, timesheets, or leave certification forms.
- Complete pending Workday transactions and approvals for employees that you supervise, especially leave requests and reimbursements.
- Make arrangements relative to your email address such as creating an out of office message with new contact information. IT can assist if the unit would like to set up an auto-forward.
- Preserve essential files, records, and communications, both electronic and hard copy. Ensure those who need the documents have access to the files.
- Work with your unit to coordinate removal of access to university software or databases and either cancel logon IDs or have your unit change the password.
- Identify delegations in Workday that will require updating or changing.
- Provide your forwarding mailing address so you can receive your W-2 and other communications.
- Turn in all equipment and property assigned to you (i.e. keys, cameras, laptops, iPads, etc.).
- Do not dispose of or transfer any tagged inventory items without completing the proper forms through your unit administrative office.
- Notify clientele and provide them with new contact information as appropriate.
- Make arrangements to transfer ownership of listservs, subscriptions, contact lists, etc. that you manage.
- Address committee replacements as applicable.
- If you have chemicals in a lab on the BR campus, be sure to contact LSU EHS for reclamation or disposal.