LETTER OF RESIGNATION
WITH RELATED INSTRUCTIONS

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*

**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.*

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

- Return all keys (including building, vehicles, filing cabinets, storage facilities, housing, etc.).
- *Create and submit expense reports for any outstanding travel expenses and p-card transactions and clear any outstanding travel advances. If transactions are not yet in Workday, leave all receipts and other required documentation for p-card transactions with your unit office.
- *Return your LaCarte card to unit office. They will in turn complete and submit a LaCarte maintenance form requesting cancellation of the card and destroy the card.
- Return your University ID card, except that if you are retiring you may retain it.
- Consider contacting the AgCenter HRM Office for retirement, insurance and other benefits information.
- *Submit any remaining leave transactions, timesheets, or leave certification forms.
- Complete Workday approvals for employees you supervise, especially leave and reimbursements.
- Make arrangements relative to your email address such as updating listservs, etc. IT can assist you. If possible, leave a personal email address to facilitate any future communications that may be needed.
- You must preserve essential files, records and communications, both electronic and hard copy.
- Work with your unit to coordinate removal of access to university databases and either cancel logonids or have your unit change the password.
- Identify any delegations in Workday that will require change.
- Provide your forwarding address so you can receive your W-2 and other communications.
- Turn in all equipment assigned to you (i.e. laptops, iPads, etc.).
- You may not dispose of or transfer any tagged inventory items without completing the proper forms through your unit administrative office.
- Notify clientele as appropriate.
- Make arrangements for changes to listservs, subscriptions, contact lists, etc.
- Address committee replacements as applicable.
- See that the appropriate personnel transaction form is completed by your unit office.