



**NOTICE OF EMPLOYEE RESIGNATION**

**DATE:** \_\_\_\_\_

**I, \_\_\_\_\_, do hereby make known my intention to voluntarily resign my position as \_\_\_\_\_ with Catholic Charities.**  
**(Title of Position)**

**My last day of work will be \_\_\_\_\_.**

**The reason for my resignation is \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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**Additional Comments \_\_\_\_\_**  
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\_\_\_\_\_  
**Signature of Employee** **Date**

\_\_\_\_\_  
**Signature of Program Administrator** **Date**

**Original 1/14/03**

