**Upshur Human Resources, Inc.**

**Resignation Form**

Name (Print) Date

Signature Date

Position(s)

Effective Date of Resignation

Reason for Resignation

Requesting an exit interview (Must be scheduled in advance with Fiscal/Personnel

Manager)

Received by:

Provided to:

This form is to be submitted to the Fiscal/Personnel Manager who will direct the resignation to relevant Coordinators and Executive Director who will present it to the Personnel Committee, Policy Council, and Board of Directors.

Upon resignation, employees are responsible to return keys, ID badge, Policy and Procedures Manual, and all other relevant property of UHR Inc. to the appropriate Coordinator, Executive Director, or designee.