



STATECIVILSERVICE

**JOB AIDS AND RESOURCES**  
Template – Documentation of  
Oral Resignation

To: Appointing Authority

From: Human Resource Professional

Date: October 28, 2012

At 9:30 a.m. today, Emily Employee, who is a Hospital Worker 4, called to say that she had moved to Kansas last weekend and therefore was resigning her position effective immediately. Ms. Employee would not give me a forwarding address and asked me to send her final paycheck and any paperwork to her father, Mr. \_\_\_\_\_, whose address is \_\_\_\_\_. I asked Ms. Employee to send us something in writing to confirm her resignation and she said she would, but I have a feeling we will not get anything in writing from her.

cc: Employee c/o Mr. \_\_\_\_\_