



# HUMAN RESOURCES

*Illinois State University*

## Notice of Resignation/Retirement\*

I, the undersigned, tender my resignation/retirement from the position of \_\_\_\_\_  
(title)

in \_\_\_\_\_ effective at the close of business on \_\_\_\_\_ for the  
(department) (date)

following reason(s): \_\_\_\_\_  
\_\_\_\_\_

I certify that this resignation/retirement is executed by me voluntarily of my own free will and desire to discontinue my service at Illinois State University and is not given or executed by reason of any threat, force, duress, menace, or undue influence of any kind, by any person or persons whomsoever.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature) (date)

\_\_\_\_\_  
(UID)

\_\_\_\_\_  
(day phone) (evening phone)

\_\_\_\_\_  
(Accepted by Human Resources)

\_\_\_\_\_  
(date)

I have received a statement from IDES regarding my unemployment rights  IDES statement was mailed to employee

Resignation/Retirement supporting documentation is attached.

### **NOTES:**

\*Death and Permanent disability need to be processed with this form.

#### Termination

- End Contract/XHelp/Student
- Documented DschgDismisNonReapp
- Death
- Job Abandonment
- Permanent Layoff (CS only)
- Resignation in Lieu of Action
- RIF/Posn Elimination (not CS)
- Resignation
- CS LOA Statute

#### Retirement

- Disability Retirement
- In Lieu of Adverse Actn Retire
- Retirement