

Resigning from a Position/Setting

(to be completed by employee)

Employee Name
(Printed): _____

Date: _____

Phone: _____

Current
Supervisor: _____

My last day in this position will be: _____

Current individual
supported: _____

Current Status: Full-time Part-Time

Current Position: DSP

Other: _____

Employee
Signature: _____

Supervisor Approval: _____

Is employee eligible for rehire? _____

Human Resources
Manager: _____

Please complete section 1 or 2 on back of this form

Please complete section 1 or 2 and submit to your supervisor

1. To Transfer or to Resign from a Setting

Reason for Change:

____ Transfer to new position at Options

____ Resignation from current position only, **not from agency**

____ Other _____

This will change my status to: Full-time Part-time

Effective on: _____

If you are transferring to a new position and have already accepted that position, you must resign your current position and submit this from to your current supervisor. You must give your supervisor 3 weeks notice.
Current employees who want to apply for another position should complete an internal application and submit it to Human Resources.

2. To Resign from Agency

____ **Resignation from Options My final day at Options will be*:** _____

Reason for leaving, please circle all that apply:

Other job in same field

Other job in different field

Better Pay

Better benefits

School schedule/responsibilities

Graduating

Better Schedule/more hours

Moving from area

Customer left agency

Career Advancement

Job stress/burnout

Work environment

Medical

Other _____

I would like to schedule an exit interview with Human Resources:

Yes _____ No _____

***If you are terminating employment with Options, you must provide 3 weeks notice to your supervisor to be considered eligible for re-hire. You must provide 3 weeks notice in order to receive any PTO payout you are eligible to receive or the PTO will not be paid out at the end of your employment.**

