

DELAWARE COUNTY PERSONNEL OFFICE
1 COURTHOUSE SQUARE - STE 2, DELHI, NEW YORK 13753
TELEPHONE #: (607) 832-5678
FAX #: (607) 832-6044
HEALTH INSURANCE #: (607) 832-5678

Carrara Knoetgen, Personnel Officer



**Brenda Stone,
Frances Ackerly,
DeAnna Backus,
Wendy Layton,**

**Personnel Technician
Sr. Human Resource Clerk I
Human Resource Clerk
Personnel Clerk**

RESIGNATION FORM

This is to inform you that I am resigning my position at Delaware County as a _____.

My last day of work will be _____.

My reason(s) for tendering my resignation is indicated below:

- 1. To seek better employment
- 2. To accept another job
- 3. Dissatisfaction with current job (salary, hours, duties, etc.) Please indicate in the comment section below why you are dissatisfied with your position.
- 4. Personal/Domestic Reasons
- 5. Will be attending school
- 6. Voluntary retirement
- 7. Change of residency
- 8. Other

Comments: _____

Do you wish to have an exit interview with your Department Head or the Personnel Officer?

Department Head Yes No Personnel Officer Yes No

Signature

Date