OFFICIAL RESIGNATION LETTER
FOR CLASSIFIED EMPLOYEES

AURARIA HIGHER EDUCATION CENTER™

I, _____, of my own free will, voluntarily resign from my position
(*print name*)

of _____

in the Department _____

Reason:

My last working day will be/was _____.

I understand that pursuant to Colorado Statue 24-18-201:

- A former employee may not, within six months following the termination of his/her employment, contract or be employed by an employer who contracts with a state agency or any local government involving matters with which he/she was directly involved during his/her employment.

Employee Signature: _____ Date: _____

As a State Classified employee, if you believe this resignation was coerced or forced, you may appeal to the State Personnel Board within 10 days of the date of this letter. Resignations in lieu of disciplinary action are not eligible for appeal.

Contact the Colorado State Personnel Board:

Colorado State Personnel Board
Attn: Appeals Processing
1525 Sherman St., 4th Floor
Denver, CO 80203
P 303-866-3000
F 303-866-5038

Receipt of Official Resignation Letter:

We have received your Official Resignation Letter. Please consider this as acceptance and official confirmation of your resignation.

Official Resignation Letter was received by _____

on _____. Last day of work was/is _____ .

Once completed, Submit to PPAF Perms Email asap for processing.