



**OFFICIAL RESIGNATION LETTER**

I, \_\_\_\_\_, of my own free will, hereby resign from the position of

\_\_\_\_\_ in the Division of: \_\_\_\_\_.

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My last working day will be/was \_\_\_\_\_.

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.

Colorado State Personnel Board  
Attn: Appeals Processing  
1525 Sherman St., 4<sup>th</sup> Floor, Denver, CO 80203.

The Personnel Board's fax number is 303-866-5038, and its telephone number is 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Resignations in lieu of disciplinary action are not eligible for appeal.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

13300 W 6<sup>th</sup> Ave. Lakewood, CO 80228