



SNOW MOUNTAIN RANCH - YMCA OF THE ROCKIES

RESIGNATION NOTICE – INTERNATIONAL STAFF

EMPLOYEES ARE EXPECTED TO GIVE AND FULFILL A TWO WEEKS NOTICE.
FAILURE TO DO SO MAY RESULT IN INELIGIBILITY FOR REHIRE.

EMPLOYEE NAME: _____ DEPARTMENT: _____

INITIAL END DATE: _____ LAST DAY OF WORK: _____

REASON FOR LEAVING: () FAMILY EMERGENCY; () SCHOOL/UNIVERSITY (**Please note that you need to provide a letter in English from the department to confirm dates**) () OTHER: _____

IT IS THE EMPLOYEE’S RESPONSIBILITY TO OBTAIN CHECKOUT MATERIALS FROM THE HUMAN RESOURCES OFFICE. FAILURE TO CHECK OUT OF STAFF HOUSING PROPERLY MAY RESULT IN A FINE.

ALL SIGNATURES AND INFORMATION ARE REQUIRED IN ORDER FOR THIS FROM TO BE FULLY APPROVED.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

HR SIGNATURE: _____ DATE: _____

VERIFICATION PROVIDED: _____ DATE: _____

HR Office Use Only
HWS _____
Maestro _____
Staffing Workbook _____
Employee Manager _____
Appreciation Fund _____

THIS FORM NEEDS TO BE SUBMITTED TO THE HUMAN RESOURCES OFFICE AS SOON AS POSSIBLE.



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