



University of Wisconsin
Stevens Point

Subject: Letter of Resignation

DATE: _____

Please accept this letter as notice from my position, _____,
within the _____ at the University of
Wisconsin-Stevens Point. My last day worked on campus will be _____.

Reasons for resignation:

☐ Resigning

Choose one of the following:

- ☐ Leaving state employment
- ☐ Accepted another position within UW-Stevens Point
- ☐ Accepted another position within another UW College/University
- ☐ Accepted another position within another WI state agency

☐ Retiring

☐ I have spoken with a UW-Stevens Point Payroll Specialist and I would like to stay on payroll to extend my termination effective date. Termination effective date: _____.

Forwarding address, if applicable:

Effective Date: _____

Print name: _____

Signature: _____

Employee: Forward letter to your supervisor

Supervisor: Send resignation to Human Resources and Affirmative Action, Old Main Room 133