

**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,  
Lynn Board,**

**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