



Facilities Management

University of Virginia
Facilities Management
Skipwith Hall
1490 Leake Drive
Charlottesville, Virginia 22904

Dear UVA Facilities Management:

I, _____, do hereby submit my resignation as a
Name

_____. My last full day of work will be
Job Title

_____, 20_____.

Reason for leaving:

- Another job: [] Outside of the University [] Within the University [] Another State Agency
[] Relocating / Leaving the area
[] Retirement - Official Retirement Date: _____
[] Other, please summarize: _____

Sincerely,

Employee Signature

Date

Supervisor Accepted

Date