



City of Round Rock Employee Resignation Notice

Today's Date

Resignation Date

Last Date Worked

Position Title

Employee Name

Effective the date above, I voluntarily resign employment with the City of Round Rock because:

Notice to employee: To receive payment of eligible leave time accrued and to be eligible for re-hire with the City of Round Rock, you must give at least two weeks working notice in accordance with the City of Round Rock Policies and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date