



Illinois Human Resources

Data Operations
Personnel Services Building, MC-562
52 E. Gregory Drive
Champaign, IL 61820

April 1, 2021

(Employee's Name)

(Employee's street address)

(Employee's city, state, zip code)

Dear (Mr./Ms. Employee's Last name):

This office has been informed by (Department Name) that you discontinued your services with the University of Illinois at the close of business on (Effective Date).

In order to clear your records with the University and complete the final payroll process, it will be necessary for you to sign the enclosed resignation and exit forms and return them to me in the envelope provided. I have also enclosed information regarding withdrawing your monies from the State Universities Retirement System.

If we do not hear from you within seven (7) calendar days, we will assume that your intentions are to resign and will proceed forward with completing the final process.

If you have any questions, please do not hesitate to call Liz Johnson Love at (217) 333-2143.

Sincerely,

Michelle Althaus
Director

Enclosures

cc: employee's file
(Supervisor's Name)