

South Texas College
Work Study / Direct Wage
Letter of Resignation
(Please forward to the HR office within 3 business days)

I, _____ SS# _____,

resign from my Work Study or Direct Wage employment with South Texas College

effective _____ . I understand that it is my responsibility to complete

and verify my last timecard and I will turn in all College property to my supervisor before

leaving.

My reason for resignation is: (Please check one)

Exhausted work-study funds

Transferred to direct wage employment

Transferred to another department

Found outside employment

Other _____

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It is my understanding that my last check will be mailed to my address of record, unless otherwise stated in the section below.

Please mail my last check to: _____

Employee signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____

HR Use Only:

Original end date: _____ Position # _____ Suffix # _____

Entered by: _____ Date: _____