



**UBC Hiring Solutions
Resignation Form**

Please complete this form, SIGN, and submit it to hiring.solutions@ubc.ca.

ATTN: Paul Bharaj
Executive Director, Talent Acquisition and Hiring Solutions
Human Resources, University of British Columbia

Please accept this letter as resignation from my position as an hourly UBC Hiring Solutions employee effective _____.

Employee Information

Name:

Employee ID:

Resignation Details

Last Working Day:

The reason for my resignation is:

Employee Signature:

Date:

Resignation Checklist

If you are on benefits, take care of any outstanding claims and familiarize yourself with what happens to them when you leave the University.

- Return your keys to the department you are assigned to.
- Return any other University property in your possession.
- Pick up any and all personal belongings.