

COLORADO DEPARTMENT OF TRANSPORTATION
ACKNOWLEDGEMENT OF RESIGNATION

A notice of resignation must be submitted to the supervisor and/or appointing authority no later than ten (10) working days prior to the effective date of the resignation, unless the employee and appointing authority agree to less time. Failure to provide a written notice, as required by CRS §24-50-126(1), may result in a delay in payout of leave and forfeiture of reinstatement privileges.

Employee Name		Personnel Number	
Supervisor Name		Supervisor Class Title	
I hereby voluntarily resign from my position with CDOT effective at the close of business on...		Resignation Date	
Reason for Resignation			
Do you currently have an open workers' compensation claim?		Yes	No

Notice of Appeal Rights

- If I believe my resignation was coerced or forced, I understand that, pursuant to Rule 7-4, I have ten (10) days from the date of resignation to file an appeal with the State Personnel Board at 1525 Sherman Street, 4th Floor, Denver, Colorado 80203, telephone 303-866-3300, fax 303-866-5038. It may be sent by USPS mail, hand-delivered, or faxed. All faxes and hand-deliveries must be received by 5:00 p.m. or they will be date-stamped for the following business day. Form and instructions are available at: <https://www.colorado.gov/spb/forms-2>.
- If I am voluntarily resigning in lieu of disciplinary action, I also understand that I waive all rights of appeal with the State Personnel Board pursuant to Rules 6-13 and 7-4.

I have been advised and understand my rights and responsibilities.

Signature of Employee

Date

Signature of Appointing Authority or Designee

Date