

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...	Date	
My last date physically working on the job was/will be...	Last Date Worked	
Reason for Resignation		
Is this a voluntary resignation in lieu of disciplinary action?	Yes	No
Do you currently have an open workers' compensation claim?	Yes	No
<p>Notice of Appeal Rights</p> <ul style="list-style-type: none"> 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 mail, hand-delivered, or faxed (if the fax is no more than 6 pages). 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	