



Resignation/Transfer From the Postal Service

Privacy Act Statement: Your information will be used to finalize the record of your employment with the Postal Service. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Providing the information is voluntary, but if not provided we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

Instructions: Complete items 1-10 and submit this form to your immediate Supervisor, Manager, or other official designated to receive resignations. **Do not complete this form if you are retiring.**

A. Employee Information

1. Employee Identification Number	2. Printed Name (<i>Last, First, Middle Initial</i>)	3. Effective Date of Resignation/Transfer(<i>MM/DD/YYYY</i>)
4. Mailing Address(<i>House/Apt. No., Street, City, State and ZIP + 4[®]</i>)	5. Telephone Number	
6. Installation or Station	7. Tour	

8. Reason for Action (*check one*)

- Resignation.** A resignation is the formal act of giving up or quitting your employment with the U.S. Postal Service. Resignations are accepted and binding once submitted. Please give specific reasons for your resignation below. Avoid generalized reasons such as, "ill health" or "personal reasons." Use reverse for additional remarks. You must include a *Resignation to Enter Military Service Declaration*, if appropriate. (*See instructions at the bottom of the page if you wish to withdraw a resignation that has been submitted.*)
- Separation/Transfer.** A separation/transfer is the formal act of voluntarily ending employment with the U.S. Postal Service in order to transfer to another federal agency without a break in service. Please provide below (1) the name of the agency to which you are transferring, and (2) the name, phone number, and mailing address of the agency's Human Resources office. Use reverse for additional remarks.

9. Employee Signature	10. Date Submitted (<i>MM/DD/YYYY</i>)
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B. Supervisor/Manager Information

1. Supervisor/Manager (<i>Print Name</i>)	2. Signature
3. Telephone Number	4. Date (<i>MM/DD/YYYY</i>)

To withdraw a resignation that has been submitted: The employee must submit a written request to the Human Resources Shared Service Center (HRSSC) no later than close of business on the effective date of the submitted resignation. Send withdrawals to HRSSC, ATTN SEPARATIONS, PO BOX 970500, GREENSBORO NC 27497-0500. Withdrawals that are mailed must be postmarked no later than close of business on the effective date of the submitted resignation.