



Letter of Resignation

I, _____ voluntarily resign my position as _____ at the _____ Department of Okaloosa County Board of County Commissioners **effective** _____.

Reason for Resignation:

How would you like to receive your final paycheck?

- Direct Deposit (if currently enrolled)
- Mailed to my current address (verify with Human Resources)
- Sent to department for pick-up
- Pick-up at Finance office

Please initial below.

_____ I acknowledge I must contact Human Resources to verify my current address on file. If I do not verify my address, I understand the timeliness in which I receive my W-2 may be affected.

_____ I acknowledge I must complete an E-Voucher Change of Address form if I wish to receive my final pay stub to my personal e-mail address. If I do not complete the form, I understand my final pay stub will go to my County issued e-mail address, of which I will be unable to access, or I will have to pick it up from the department.

I understand it is my responsibility to return all County equipment/items to my department, my County credit card to the Purchasing Department, and my County issued ID card to the Human Resources Department.

Employee Signature

Date