



**UNIVERSITY OF
FLORIDA**
Physical Plant Division

Date: _____

UFID: _____

Name: _____
(Employee's Name)

Please accept my resignation from the position of _____
(Position Title)

with the Physical Plant Division, _____ Department. The
(Department Name)

effective date of my resignation is _____. The reason for my resignation is
(Effective Date)

Sincerely,

(Employee Signature)

I would like to have an exit interview with Personnel Services ____ YES ____ NO.