

Appendix Number 24

RESIGNATION IN LIEU OF AN INVOLUNTARY TERMINATION AGREEMENT

[Name of Employee]
[Address]
[City, State, Zip Code]

Dear [First Name of Employee]:

This letter sets forth the substance of our conversation held on [Date].

I told you that Tremonton City has initiated disciplinary proceedings against you for violation of the following: _____

On [Date] you submitted your voluntary resignation to be effective [Date].

Please be advised that Tremonton City herein accepts your resignation, in lieu of an involuntary termination, based on your submission of the attached notice of voluntary resignation.

Mayor

Date

Employee

Date

Notes:



REV 02-12.1

A24-2

