



**BOARD OF COUNTY COMMISSIONERS
HAND COUNTY SOUTH DAKOTA**

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MILLER, SOUTH DAKOTA 57362-1346
(605) 853-2182 / (605) 853-2769 - Fax

EMAIL: commissioners.handcounty@midconetwork.com
<http://hand.sdcounties.org/>
Community Alerts by www.alertsense.com

Standardized Resignation Form for use by hourly employees in all departments: (Please Print Clearly)

Employee's full name:		Employee's D.O.B.:	
		Employee's Last 4 SSN:	
Employees: Address		Employee's phone number:	
Date the employee completed this form:		Effective Date of Resignation:	
Employee's Signature:			
Date employer received this form:		Employer's Signature:	

Office / Agency / Department:

- | | |
|---------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Assessor / Zoning | <input type="checkbox"/> Emergency Management / 911 Services |
| <input type="checkbox"/> Auditor / Welfare | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> Treasurer / Passports | <input type="checkbox"/> States Attorney's Office |
| <input type="checkbox"/> Register of Deeds / Driver Licensing | <input type="checkbox"/> Weed and Pest |
| <input type="checkbox"/> 4-H | <input type="checkbox"/> Library |
| <input type="checkbox"/> Veteran Services Office | <input type="checkbox"/> Highway Department |
| <input type="checkbox"/> Sheriff / Inmates (Jail) | <input type="checkbox"/> Appointed Board Member (non-elected) |

Reason for leaving: (Check all that apply)

- | | |
|--------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Failed to meet expectations of employer |
| <input type="checkbox"/> Seasonal / End of Season | <input type="checkbox"/> Wrong job or wrong time |
| <input type="checkbox"/> Left for better employment / wages | <input type="checkbox"/> Underqualified for position |
| <input type="checkbox"/> Conflict with supervisor(s) | <input type="checkbox"/> Overqualified for position |
| <input type="checkbox"/> Failed to meet expectations of employment | <input type="checkbox"/> Hostile work environment |

Employee's Perception:

- Leaving on "Good Terms"
- Leaving on "Marginal Terms"
- Leaving on "Poor Terms"

Employer's Perception:

- Left on "Good Terms"
- Left on "Marginal Terms"
- Left on "Poor Terms"

Employee's willingness to work in the future:

- Employee willing to return to work.
- Employee willing to work part-time.
- Employee not willing to return.

Employer's willingness to re-employ:

- Employee able to be re-employable
- Employee able to return part-time
- Employee not welcome to return.

Employee's Comments to the Administration: (use back side of page if needed)