



RESIGNATION

CBP-123 (R. 2.12.2020)

INSTRUCTIONS:

1. This form can be used by CSC appointed employees and employees who are exempt from CSC rules.
2. Employee should complete this form and give it to the employee's immediate supervisor. If the employee resigns without a resignation form, the supervisor must fill out the form and indicate that the employee signature is unavailable.
3. Supervisor must transmit the form for Reporting Officer's and/or Approving Officer's signatures.
4. If the employee is separating from City service for reasons **other** than retirement, please provide them with an [informational brochure](#) regarding benefits before separation occurs. The brochure is available on the DER Forms webpage.
5. Distribute a copy to Employee; Departmental HR; Employees' Retirement System; Dept. of Employee Relations –send within 48 hours to DERpersonnelforms@milwaukee.gov
6. Department must obtain property and remove access as set forth in the Employee Separations Policy and Administrative Guidelines.

Employee:		Race:	Employee I.D. No.:
Mailing Address:	Zip Code:		
Dept./Division:	Gender:		
	Division No.:		
Job Title:	Payroll Location No.:		

CHECK ONE:

- Resignation from this position only (accepted a position in a different City department; for a position in CSC exempt service, consider taking a leave of absence from a regularly appointed position)
- Resignation from City employment (leaving City employment)

Reason for Resignation [check all that apply]

- Employment Opportunity with the City of Milwaukee Employment Opportunity outside the City of Milwaukee
- New job opportunity in a different field Better work life balance Relocation Medical
- Personal Better Salary and/or incentives Better Benefit Package (excluding salary) In lieu of discharge
- Other:

Resignation to take effect at the close of business on:

↑ Employee Signature ↑	↑ Date ↑

TO BE COMPLETED BY DEPARTMENT:

If employee was off payroll before date of resignation, enter last date for which pay was received:

Explain the difference between last pay date and resignation date below (*Examples: On Leave of Absence Since – give date; Owed Time Deducted – give number of hours*):

↑ Reporting Officer's Signature ↑	↑ Title ↑	↑ Date ↑

Reporting Officer's Name (*please print*):

↑ Approving Officer's Signature ↑	↑ Title ↑	↑ Date ↑

Approving Officer's Name (*please print*):

REINSTATEMENT: Under CSC Rule X, Section 8, Any officer or employee who has achieved regular status by passing probation and has resigned in good standing or has taken a voluntary demotion may, upon approval of the departmental appointing authority, be reinstated or be placed on a reinstatement list. A request for reinstatement following resignation or voluntary demotion may be made in the department from which the employee resigned. Reinstatement requests made after one year of resignation must also be approved by the City Service Commission. The Commission does not hear appeals if the request for reinstatement is denied or not recommended by the department. There are no reinstatement rights to a CSC exempt position.