

Notification of Resignation Office of Postdoctoral Education

Best practices recommend that if the postdoctoral scholar is leaving voluntarily before the end of their appointment, they should tell their faculty mentor in writing at least thirty days before their last day. See Postdoc Handbook, Chapter 2, Section 1.

Instructions:

This form can be used by the postdoctoral scholar to notify their mentor that they are resigning from their position. [Access the form here.](#)

The form will need to be filled out by the postdoctoral scholar (participant one).

1. To complete this hiring form, you will need to know the following:
 - a. Emails of the faculty mentor (participant two) and, if applicable, your co-mentor (participant three)
2. After the form is completed, you will be asked to submit the emails for each participant who needs to sign. The form will automatically route to the next signer.
 - a. Participant two – faculty mentor
 - b. Participant three – co-mentor (if applicable)
3. After the faculty mentor and postdoctoral scholar sign the form, the form will be automatically routed to the Office of Postdoctoral Education for receipt.