

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**LETTERS OF RESIGNATION**

**POLICY 4132**  
**ADOPTED: 05/21/96**

Personnel desiring to resign from Triton College shall observe the following procedures: A letter of resignation shall be submitted to the Department of Human Resources. The resignation shall be effective on the date specified in the letter of resignation. If no date is specified, the resignation shall be effective at the time it is received by the Department of Human Resources. A letter of resignation, once received by the Department of Human Resources, may not be withdrawn except with the consent of the Board of Trustees. The granting of such consent is within the Board of Trustees' sole discretion. This policy is not intended to establish new policy but is declarative of the practice and procedure that has heretofore existed.