

Part D - Remarks by Requesting Office

(NOTE TO SUPERVISORS: Do you know of additional or conflicting reasons for the employee's resignation/retirement? ☐ YES ☐ NO
If "yes", please state these facts on a separate sheet and attach to SI-610.)

Part E - Employee Resignation/Retirement

You are requested to furnish a specific reason for your resignation and a forwarding address. Your reason for resigning may be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day-midnight-unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address <i>(Number, Street, City, State, ZIP Code)</i>
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Part F - Remarks for SI-650