



Resignation Notice

I, _____, am voluntarily giving my three-week notice to Student Experience and my client(s). I understand the importance of fulfilling my notice period (*three weeks notice*) and leaving on good terms with both the client(s) and Student Experience.

_____ (Initial) I have notified both my client(s)

I am officially giving my notice as of _____ (xx/xx/xx) with the intention of my last scheduled shift being on _____ (xx/xx/xx).

Reason for leaving

Please explain:

Experience with Student Experience: ___ Excellent ___ Good ___ Fair ___ Poor

Please explain:

All outstanding timesheets will be turned into Student Experience office by the "Timesheet Due" date _____ with a final "Payroll Date" of: _____ (these dates can be found on the payroll Billing Schedule).

**My forwarding address to which W-2 tax statement should be sent next January:
(We strongly suggest this be sent to your parent's or other permanent address)**

This will not change the address in ADP; you need to access ADP to make changes.

Employee signature

Date

Student Experience Representative

Date

Please return this form to the Student Experience office. The Exit Interview Questions can be turned in anonymously if you so choose.

Note: To leave Student Experience in good standing this form must be dropped off at the office at the start of the three-week notice and the three-weeks must be adhered to correctly, including working of shifts and turning in of timesheets.