

**CIVIL SERVICE COMMISSION, CITY HALL
YOUNGSTOWN, OHIO
STATEMENT OF RESIGNATION**

(First Name)

(Initial)

(Last Name)

(Home Address)

(City)

(State)

(Zip Code)

(Position)

(Department)

I _____ hereby resign from the service of the City of Youngstown. I request that this resignation be accepted by the Appointing Authority and the Civil Service Commission, to become effective on _____, which is the last day of actual service.

REASON FOR THIS RESIGNATION IS AS FOLLOWS:

(Employee Signature)

(Date of Employee Signature)

Approved by: _____

(Department Head)

Date: _____

Action by CIVIL SERVICE COMMISSION: Based on the reasons presented above, the Civil Service Commission hereby accepts.

Date: _____

(President)

(Vice President)

(Secretary)