



RESIGNATION (QUIT) NOTICE

This letter is notification of my resignation of employment from MGE Underground.

My last day of work will be _____.

Reason for resignation:

- Found Other Employment
- Retirement
- Personal/Family Reasons (explain)
- Other (explain below)

Initial how you would like to have your final check provided to you.

_____ I voluntarily authorize my final pay check to be direct deposited into my bank
Initials account on file with MGE, subject to MGE’s direct deposit procedures.

_____ Mail my final paycheck to the following address:
Initials

Street Address

City

State

Zip

_____ Live check to be provided on my last day.
Initials

Printed Name

Signature

Date

Time