

**Appendix Number 25**

**RESIGNATION IN LIEU OF AN INVOLUNTARY TERMINATION AGREEMENT**

[Name of Employee]  
[Address]  
[City, State, Zip Code]

Dear [First Name of Employee]:

This letter sets forth the substance of our conversation held on [Date].

I told you that Tremonton City has initiated disciplinary proceedings against you for violation of the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On [Date] you submitted your voluntary resignation to be effective [Date].

Please be advised that Tremonton City herein accepts your resignation, in lieu of an involuntary termination, based on your submission of the attached notice of voluntary resignation.

\_\_\_\_\_  
Mayor Date \_\_\_\_\_

\_\_\_\_\_  
Employee Date \_\_\_\_\_

## Notes