
LETTER OF RESIGNATION

All employees who voluntarily resign from employment with HSWC, Inc. will be asked to give notice of such resignation in either letter or memorandum form. The letter or memorandum should include the date the letter was written, effective date of resignation and employee signature. Employees are requested to give ten (10) working days notice, whenever possible.

*Approved BOD 12/13/1999
Approved by Policy Council 12/20/1999*