



# memo

City of San Angelo  
Human Resources

**To:**

**From:**

**Re:**

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I, \_\_\_\_\_, do hereby voluntarily tender my resignation to the City of San Angelo due to \_\_\_\_\_ to be effective \_\_\_\_\_.

\_\_\_\_\_  
Signature

Date Submitted: \_\_\_\_\_

Date Effective: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_