

# Government forms

STANDARD FORM 30  
Rev. July 1957

**PART III. TO BE COMPLETED BY EMPLOYEE**  
IMPORTANT—NOTE TO EMPLOYEE: Give specific reasons for your resignation. Avoid generalized reasons, such as, "ill health," "personal reason."

1. REASON FOR THE FOLLOWING REASONS: \_\_\_\_\_  
(DATE RESIGNATION IS WRITTEN)

The effective date of your resignation will be \_\_\_\_\_  
(SIGNATURE)

**PART IV. SEPARATION DATA**  
2. REMARKS CONCERNING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:  
(Street) (City) (Zone) (State)

**PART I. (Continued)**  
3. Remarks by Requesting Office:

**PART II. (Continued)**  
4. STANDARD FORM 30 REMARKS

Subject to completion of 1 year probationary (or trial) period commencing \_\_\_\_\_

Service commencing here (or permanent) tenure from \_\_\_\_\_

\_\_\_\_\_ employee retained in the competitive service.

\_\_\_\_\_ rating satisfactory

5. Remarks below, as required. Check, if applicable:  During probation  From appointment of 6 months or less

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## Description

Government forms for Bill Jewell, General Services Administration.

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