



**NOTICE OF RESIGNATION/RETIREMENT**

I will be \_\_\_\_ resigning from State service. I will be \_\_\_\_ retiring from State service.

My last day worked will be \_\_\_\_\_ at \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**RETIREEES ONLY - CHECK ONE BELOW: SUBJECT TO MANAGEMENT APPROVAL**

- \_\_\_\_ I am requesting my annual leave be paid out as terminal leave.
- \_\_\_\_ I am requesting a lump sum payment for my annual leave balance.

If resigning, my reason is:

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

\_\_\_\_\_  
Employee's Signature Date Employee Name (print) Edison ID (EMP ID)

\_\_\_\_\_  
Employee Email Address Employee Phone Number

**If Applicable:** Not signed by employee because:

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

\_\_\_\_\_  
Supervisor's Signature Date Supervisor's Name (print)

**Information for Employees:**

- Any annual/comp leave balance accrued will be paid in a lump sum unless you are retiring and have chosen to draw out your annual/comp leave as terminal leave (Retirees only have this option). Lump sum payments will be direct deposited with your last pay check or a supplemental check will be sent to the address listed in Edison. If your address is not correct, please update Edison or notify your Human Resources office immediately. Please note that this check can take up to 90 days from date of separation to be received.
- Sick Leave will not be paid out. Employees who have worked at least one year for the State of Tennessee will be eligible to have their sick leave reinstated upon future return to State service.
- Creditable prior service time will be credited to employees who return to State service. You must request this from your Human Resources office upon return to State service.
- Insurance: If you have State Insurance, coverage will end on the last day of the month of separation, unless you are retiring. COBRA packages are available if you want to continue your insurance through COBRA. COBRA paperwork will automatically be mailed to your address in Edison upon termination of active employee insurance. Retirees who are eligible to continue insurance at retirement will need to complete and submit the necessary paperwork in order to do so.
- If you have any optional benefits that you are eligible to keep by paying the premium directly to the issuing company, the issuer will contact you directly upon separation.
- Helpful phone numbers:
  - Edison Help Desk: 866-376-0104 or 615-741-HELP
  - Benefits Administration: 800-253-9981 or 615-741-3590
  - Payroll Call Center: 877-944-3873 or 615-741-PAID
  - Tennessee Consolidated Retirement System: 800-770-8277
  - Deferred Compensation (401K): 800-701-8255