



<Date>

Dear <Name>,

In accordance with OP-110355, OP-110237 and Civil Service Rules 260:130-19-6(c), you are deemed to have resigned from state service when you are absent from work without prior approval and without contacting your supervisor or me within five working days.

Because you have been absent without approval from <date> to <date>, please be advised I accept your resignation.

OP-110120 Section IV. (H) (4), "Failure to Return Agency Property" states: "Employees are required to return state property in their possession as requested by the employer." Our records indicate the following items were issued to you: <insert appropriate items and cost>

<u>Item Issued</u>	<u>Purchase Price</u>
(2) Uniform pants	\$34.50 x 2 = \$69.00
(2) Uniform shirts S/S	\$38.16 x 2 = \$76.32
(1) Uniform belt	\$11.22
(1) Uniform badge	\$23.50
(1) Uniform coat	\$118.79
(1) Rank Insignia (officer)	\$4.38
(2) White Identification Badges	No Charge
Total Amount	\$303.21

The cost of the listed items is <amount>. Please be advised <amount> will be deducted from your final paycheck unless the listed items are turned in within ten calendar days. Please contact the Deputy Warden's office or the facility head's office immediately to make arrangements to return all listed items.

Please be reminded that you are in possession of state property and use of this property is unauthorized by the Oklahoma Department of Corrections.

Sincerely