

THE WHITE HOUSE

WASHINGTON

November 29, 2000

MEMORANDUM TO CABINET AND AGENCY HEADS

FROM: JOHN PODESTA   
CHIEF OF STAFF TO THE PRESIDENT

SUBJECT: Guidance on Letters of Resignation and Agency Designees

*Letters of Resignation*

In order to give the next President maximum flexibility in assembling his new Administration, traditionally, Presidential appointees are asked to submit letters of resignation after election day. Following this precedent, the President requests letters of resignation from all presidential appointees *who do not hold term positions*. This includes cabinet secretaries, heads of independent agencies not serving in term positions, and other non-term PAS's (Senate confirmed presidential appointees).

Letters of resignation from presidential appointees who are not serving in term positions should be submitted to the Office of Presidential Personnel by December 15, 2000 and they should indicate an anticipated departure date of *no later than noon, Inauguration Day, January 20, 2001*. A sample letter is attached.

Additionally, non-career SES and Schedule C appointees at cabinet and independent agencies not headed by term appointees should submit letters of resignation *to their agency head* that will also be effective *no later than noon, Inauguration Day, January 20, 2001*.

A limited number of presidential appointees are **not** required to submit letters of resignation to the current President. These appointees include:

- U.S. Attorneys
- U.S. Marshals
- Inspectors General
- Heads of independent and regulatory agencies who are serving term appointments
- Board/commission members and other presidential appointees who are serving term appointments

Non-career SES and Schedule C appointees at independent and regulatory agencies headed by term appointees are not required to submit letters of resignation at this time. Guidance to career and non-career ambassadors will be provided by the Department of State at a later date. Separate guidance on letters of resignation has also been provided to White House and Executive Office of the President appointees.

### *Agency Designees*

In order to assure that authority exists within each department and free-standing agency to fulfill its essential duties, I have asked each cabinet secretary and agency head to identify *one* Senate confirmed Presidential appointee to remain in place until the incoming President has appointed at least one official who is able to assume legal responsibility for the agency (see my November 22, 2000 memorandum regarding Presidential Transition Guidance). Cabinet and agency heads should notify me in writing of this designee *by close-of-business Friday, January 12, 2001*.

Individuals with questions should contact Bob Nash in the Office of Presidential Personnel at 456-5286 or Thurgood Marshall in the Office of Cabinet Affairs at 456-2572. Further guidance on transition will be forthcoming.

Finally, on behalf of the President, I want to thank you for your service to this administration and the American people. The Clinton Administration has accomplished a great deal over the past eight years of which we can all be very proud. Your efforts were vital to that success.

[date]

Cabinet Secretary or Agency Head  
Agency  
Address

Dear [Name of Cabinet Secretary or Agency Head]:

I hereby tender my resignation as *(insert your title and department/agency name)*. I anticipate that my last day of service will be *(insert date, which should be no later than January 20, 2001)*, and understand that you will act on this offer to resign no later than January 20, 2001.

Sincerely,

*(insert your name)*