

THE WHITE HOUSE

WASHINGTON

November 29, 2000

**MEMORANDUM FOR WHITE HOUSE OFFICE STAFF  
OFFICE OF POLICY DEVELOPMENT STAFF**

**FROM: JOHN D. PODESTA**   
**CHIEF OF STAFF TO THE PRESIDENT**

**SUBJECT: LETTERS OF RESIGNATION**

In order to give the next President maximum flexibility in assembling staff and organizing the White House in the manner that he wishes, traditionally, White House Office and Office of Policy Development staff are asked to submit letters of resignation after election day.

Following this precedent, all White House Office and Office of Policy Development staff (excluding those staff in offices with positions that have historically been carried over from administration to administration) should submit letters of resignation to be *effective no later than noon, Inauguration Day, January 20, 2001*.

Resignation letters should be addressed to President Clinton and include the language:

*"I hereby tender my resignation as (insert your title) and my last day of service is expected to be (insert your anticipated last day of service; this date should be no later than 1/20/01). I understand that you will act on this offer to resign no later than January 20, 2001."* (sample attached)

Please send the original, signed letter to the Office of Management and Administration in Room 145, EEOB no later than December 15, 2000.

Separate guidance is being issued to appointees at other Federal agencies and departments.

The Human Resources Division of the Office of Administration (x51088) can be consulted on post-employment benefit issues. David Apol (x67903) from the White House Counsel's Office should be consulted on post-employment restrictions required by federal ethics laws.

The Office of Management and Administration, along with the White House Counsel's Office will be scheduling a series of informational briefings for departing staff in Room 450, EEOB. Details will be provided shortly. In addition, a transition resource center for departing staff will open tomorrow, Thursday, November 30, 2000 in Room 5, EEOB.

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.

SAMPLE

Date

President William J. Clinton  
The White House  
Washington, DC

Dear President Clinton,

I hereby tender my resignation as (insert your title) and my last day of service is expected to be (insert your anticipated last day of service; this date should be no later than 1/20/01).

I understand that you will act on this offer to resign no later than January 20, 2001.

Sincerely,

(insert your name)