

THE WHITE HOUSE

Washington

January 13, 2017

MEMORANDUM FOR PRESIDENTIAL APPOINTEES

FROM: DENIS MCDONOUGH
CHIEF OF STAFF TO THE PRESIDENT

SUBJECT: LETTERS OF RESIGNATION

On November 7, 2016 you received a memorandum from me conveying the President's request that you submit your letter of resignation by December 7, 2016. That request, consistent with prior administrations, was made in order to assist in an orderly transition to the incoming administration. If you have submitted your letter of resignation, this memorandum serves to inform you that the President accepts your resignation. It also serves to notify those who have not yet submitted their resignations that their appointments are nevertheless terminated effective noon January 20, 2017.

There are a limited number of exceptions to this, per my November 7, 2016, guidance on resignation letters. The following categories of appointees are not required to submit letters of resignation:

- U.S. Marshals
- U.S. Attorneys
- Inspectors General
- Appointees serving in termed appointments
- Appointees of independent and regulatory agencies headed by termed appointees
- Appointees serving on part-time boards and commissions

In addition, exceptions have been provided in the following limited circumstances: (1) where the White House Office of Presidential Personnel has communicated to certain officials that they may remain in office past the Inauguration for reasons specifically related to the particular office or the statute governing that office or other special circumstances; or (2) where an appointee has been specifically requested by the President-Elect or his Transition Team to remain in office, and the White House Office of Presidential Personnel has been notified of that specific request from the President-Elect's Transition Team.

Thank you again for your commitment to ensuring the smoothest transition possible.