

THE WHITE HOUSE

Washington

NOVEMBER 7, 2016

MEMORANDUM FOR PRESIDENTIAL APPOINTEES

FROM: DENIS McDONOUGH   
CHIEF OF STAFF TO THE PRESIDENT

SUBJECT: LETTERS OF RESIGNATION

On behalf of President Obama, thank you for your service and dedication to building a stronger and more prosperous America. It is inspiring to witness your continued hard work and I am honored to serve alongside you.

Thank you also for your commitment to ensuring the smoothest transition possible. To provide the incoming Administration and the President-elect the maximum flexibility to assemble a team, and consistent with past practice, President Obama requests all Presidential Appointees to submit a letter of resignation, with an anticipated departure date of no later than noon, January 20, 2017.

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

If you are a Senate-confirmed (PAS) or direct Presidential Appointee (PA), your letter of resignation should be addressed to the President. All other appointees should address their letters to their respective agency heads. Letters should be dated, signed, and delivered to your agency White House Liaison by December 7, 2016. If you do not have a White House Liaison, you should scan and email your letter to the Presidential Personnel Office at [PresidentialPersonnel@who.eop.gov](mailto:PresidentialPersonnel@who.eop.gov). Sample letters are attached.

If you have questions, please contact the Presidential Personnel office at 202-456-9713.

## Sample Resignation Letter for PAS/PA Appointees

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Month nn, 2016

The President  
The White House  
Washington, DC 20500

Dear Mr. President:

Pursuant to the Memorandum for Presidential Appointees Regarding Letters of Resignation dated November 7, 2016, I hereby tender my resignation as <title> to/of <agency>, effective as of <date>.

Sincerely,

Name

## Sample Resignation Letter for NC-SES, SKC, XS Appointees

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Month nn, 2016

<Agency Head>  
<Agency>  
<Agency Address>

Dear <Agency Head>:

Pursuant to the Memorandum for Presidential Appointees Regarding Letters of Resignation dated November 7, 2016, I hereby tender my resignation as <title> to/of <agency>, effective as of <date>.

Sincerely,

Name