

# Resignation Letter

Today's date: \_\_\_\_\_

CSX Company \_\_\_\_\_  
(e.g., CSX Corporation, CSX Transportation, CSX Intermodal, CSX Technology)

Attn: \_\_\_\_\_ (Supervisor's name)  
\_\_\_\_\_ (Supervisor's title)  
\_\_\_\_\_ (Supervisor's location)

Please be advised that I hereby resign from the service of \_\_\_\_\_ (name of company) effective as of the close of business on \_\_\_\_\_ (date), and I hereby voluntarily relinquish and give up all rights I may now have to return to employment with the company after the date shown above.

The reason for my resignation is: (check one)

Due to my retirement under the provisions of the Railroad Act or other applicable law, or

For reasons other than retirement.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Dept./Division

\_\_\_\_\_  
Location

\_\_\_\_\_  
\*Employee Phone Number and/or Email Address

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Print and sign in front of two witnesses.

**\*Remember to keep your contact information up-to-date after you leave the company.**

- To update your home and mailing address, Log into the Gateway from CSX.com>My Life > Employee Self Service > My Pay, Benefits, and Career Tools > My Pay > My Pay and Personal Information
- To update your phone number and email address, Log into the Gateway from CSX.com >My Life > Employee Self Service > My Pay, Benefits, and Career Tools > Personal Information Home