



United States Department of State

Bureau of Human Resources
Office of Career Development and Assignments
Room 3110, SA-3
2121 Virginia Avenue
Washington, D.C. 20520

RESIGNATION ADDRESS FORM

This form should be completed by all Foreign Service employees at the time of separation (other than retirement) from the federal government. The address(es) provided will be included in the SF-50 (personnel action) for separation. If this form is not submitted, the separation address shown on the employee's OF-126 will be used for correspondence, and any final payments will be deposited to the same bank account as salary prior to separation.

PLEASE PRINT:

Name: _____
(Last) (First) (Middle)

(Social Security Number) (E-Mail Address)

CORRESPONDENCE ADDRESS:

(Street or P.O. Box)

(City/Town) (State) (Zip Code)

FINAL SALARY DEPOSIT (PLEASE CHOOSE ONE):

___ Final payments should be deposited to the same bank account as salary prior to separation.
___ Final payments should be deposited to a different financial organization, provided below:

(Financial Organization)

(Routing) (Account Number)

(Street or P.O. Box)

(City/Town) (State) (Zip Code)

This form should be submitted before the effective date of separation. If urgent, submit by fax to (202) 663-0449. It may also be submitted with the employee's letter of resignation to HR/CDA, or sent separately to:

Department of State
HR/CDA/ASD, Room 3110, SA-3
2121 Virginia Avenue
Washington, D.C. 20520