



July 14, 2023

RECEIVED  
JUL 17 2023

Mr. Ivan Butts  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service is revising PS Form 2574, *Resignation/Transfer from the Postal Service*.

The purpose of the revision is to update and streamline the essential information necessary to process a resignation or transfer from the Postal Service into another federal agency.

We have enclosed a copy of PS Form 2574, *Resignation/Transfer from the Postal Service*, one with and one without changes identified.

Please contact James Timmons at extension 2324 if you have questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosures



# Resignation/Transfer from the Postal Service

**Privacy Act Statement:** Your information will be used to finalize the record of your employment with the Postal Service™. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Providing the information is voluntary. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service® (USPS®) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For additional information regarding our privacy policies, visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

**Privacy Act Statement:** Your information will be used to perform routine personnel functions such as resignation and transfer requests. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Supplying the information is voluntary, but if not provided we may not be able to process your request. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to the Equal Employment Opportunity Commission (EEOC) when requested in connection with the investigation of a formal complaint; and to the Merit Systems Protection Board or Office of Special Counsel for the purpose of litigation. Records may be disclosed to the National Labor Relations Board (NLRB) in response to its request for investigative purposes, to the extent that the requested information is relevant and necessary. For additional information regarding our privacy policies, visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

**Instructions:** Complete items 1-10 and submit this form to your immediate supervisor, manager, or other official designated to receive resignations. **Do not complete this form if you are retiring.**

**Instructions:** Sections A, B, and C are to be completed by the employee. Section D is to be completed by your immediate supervisor, manager, or other official designated to receive resignations. **Do not complete this form if you are retiring.**

## A. EMPLOYEE INFORMATION

1. Employee Identification Number	2. Printed Name (Last, First, Middle Initial)	3. Effective Date of Resignation/Transfer (MM/DD/YYYY)
4. Mailing Address (House/Apt. No., Street, City, State and ZIP + 4 <sup>th</sup> )		5. Telephone Number
6. Installation or Station		7. <del>Four</del> Personal Email Address

8. Reason for Action (check one)

## B. REASON FOR ACTION (CHECK ONE)

**Transfer** - A transfer is the formal act of voluntarily ending employment with the U.S. Postal Service to transfer to another federal agency without a break in service. Complete 1-4 with the information for the agency to which you are transferring and its Human Resources (HR) office. Use section E on the reverse for additional remarks.

1. Agency's Name	2. Agency's HR Representative's Name and Email Address
3. Agency's HR Office's Mailing Address	4. Agency's HR Office's Telephone Number

**Resignation**. A resignation is the formal act of giving up or quitting your employment with the U.S. Postal Service. Resignations are accepted and binding once submitted. Check the appropriate box indicating the reason for your resignation. (If you wish to withdraw a resignation that you submitted, see instructions at the bottom of the page.)

**Resignation** - A resignation is the formal act of giving up or quitting your employment with the U.S. Postal Service. Resignations are accepted and binding once submitted. Check the appropriate box indicating the reason for your resignation. (If you wish to withdraw a resignation that you submitted, see instructions at the bottom of the page.)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Job offer in private industry (621)         | <input type="checkbox"/> Commute too long (640)      | <input type="checkbox"/> Pursuing self-employment (641)                     |
| <input type="checkbox"/> Job was not in line with career plans (632) | <input type="checkbox"/> Pursuing farming (642)      | <input type="checkbox"/> Skills not utilized (633)                          |
| <input type="checkbox"/> Pursuing full-time education (617)          | <input type="checkbox"/> Lack of job security (627)  | <input type="checkbox"/> Did not get along with fellow workers (645)        |
| <input type="checkbox"/> Did not get along with supervisor (646)     | <input type="checkbox"/> Health reasons-self (622)   | <input type="checkbox"/> Change of domicile does not work with family (647) |
| <input type="checkbox"/> No promotion opportunities (628)            | <input type="checkbox"/> Health reasons-family (634) | <input type="checkbox"/> Not accepting directed reassignment (648)          |
| <input type="checkbox"/> Household responsibilities (644)            | <input type="checkbox"/> Marriage plans (635)        | <input type="checkbox"/> Following spouses to new duty station (619)        |
| <input type="checkbox"/> Work hours not compatible (639)             | <input type="checkbox"/> Relocating (652)            | <input type="checkbox"/> Insufficient benefits (630)                        |
| <input type="checkbox"/> Not enough recognition (631)                | <input type="checkbox"/> Work is too hard (636)      | <input type="checkbox"/> Insufficient pay (629)                             |
| <input type="checkbox"/> Other (specify on page 2)                   |  |   |

**Separation/Transfer**. A separation/transfer is the formal act of voluntarily ending employment with the U.S. Postal Service in order to transfer

to another federal agency without a break in service. Complete 8a-d with the information for the agency to which you are transferring and its Human Resources (HR) office. Use reverse for additional remarks.

8a. Agency's Name

8b. Agency's HR Representative's Name

8c. Agency's HR Office's Mailing Address

8d. Agency's HR Office's Telephone Number

9. Employee Signature

10. Date Submitted (MM/DD/YYYY)

**C. EMPLOYEE SIGNATURE**

Employee Signature

Date Submitted (MM/DD/YYYY)

**BD. SUPERVISOR/MANAGER INFORMATION**

1. Supervisor/Manager (Print Name)

2. Signature

3. Telephone Number

4. Date (MM/DD/YYYY)

**To withdraw a submitted resignation:** You must submit a written request to the Human Resources Shared Service Center (HRSSC) by mail, email, or fax, no later than close of business on the effective date of the submitted resignation. Send mailed withdrawals to HRSSC, ATTN SEPARATIONS, PO BOX 970520, GREENSBORO NC 27497-0520, emailed withdrawals to the HRSSC Separations (Career) email account at [BRHGP1@usps.gov](mailto:BRHGP1@usps.gov), or faxed withdrawals to 1-651-994-3521. Mailed withdrawals must be postmarked no later than close of business on the effective date of the submitted resignation.





# Resignation/Transfer from the Postal Service

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**Instructions:** Sections A, B, and C are to be completed by the employee. Section D is to be completed by your immediate supervisor, manager, or other official designated to receive resignations. **Do not complete this form if you are retiring.**

## A. EMPLOYEE INFORMATION

1. Employee Identification Number	2. Printed Name (Last, First, Middle Initial)	3. Effective Date of Resignation/Transfer (MM/DD/YYYY)
4. Mailing Address (House/Apt. No., Street, City, State and ZIP + 4 <sup>®</sup> )		5. Telephone Number
6. Installation or Station	7. Personal Email Address	

## B. REASON FOR ACTION (CHECK ONE)

**Transfer** - A transfer is the formal act of voluntarily ending employment with the U.S. Postal Service to transfer to another federal agency without a break in service. **Complete 1-4** with the information for the agency to which you are transferring and its Human Resources (HR) office. Use section E on the reverse for additional remarks.

1. Agency's Name	2. Agency's HR Representative's Name and Email Address
3. Agency's HR Office's Mailing Address	4. Agency's HR Office's Telephone Number

**Resignation** - A resignation is the formal act of giving up or quitting your employment with the U.S. Postal Service. Resignations are accepted and binding once submitted. Check the appropriate box indicating the reason for your resignation. (If you wish to withdraw a resignation that you submitted, see instructions at the bottom of the page.)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Job offer in private industry (621)         | <input type="checkbox"/> Commute too long (640)      | <input type="checkbox"/> Pursuing self-employment (641)                     |
| <input type="checkbox"/> Job was not in line with career plans (632) | <input type="checkbox"/> Insufficient pay (629)      | <input type="checkbox"/> Skills not utilized (633)                          |
| <input type="checkbox"/> Pursuing full-time education (617)          | <input type="checkbox"/> Lack of job security (627)  | <input type="checkbox"/> Did not get along with fellow workers (645)        |
| <input type="checkbox"/> Did not get along with supervisor (646)     | <input type="checkbox"/> Health reasons-self (622)   | <input type="checkbox"/> Change of domicile does not work with family (647) |
| <input type="checkbox"/> No promotion opportunities (628)            | <input type="checkbox"/> Health reasons-family (634) | <input type="checkbox"/> Not accepting directed reassignment (648)          |
| <input type="checkbox"/> Household responsibilities (644)            | <input type="checkbox"/> Marriage plans (635)        | <input type="checkbox"/> Following spouses to new duty station (619)        |
| <input type="checkbox"/> Work hours not compatible (639)             | <input type="checkbox"/> Relocating (652)            | <input type="checkbox"/> Insufficient benefits (630)                        |
| <input type="checkbox"/> Not enough recognition (631)                | <input type="checkbox"/> Work is too hard (636)      | <input type="checkbox"/> Other (specify on page 2)                          |

## C. EMPLOYEE SIGNATURE

Employee Signature	Date Submitted (MM/DD/YYYY)
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## D. SUPERVISOR/MANAGER INFORMATION

1. Supervisor/Manager (Print Name)	2. Signature
3. Telephone Number	4. Date (MM/DD/YYYY)

**To withdraw a submitted resignation:** You must submit a written request to the Human Resources Shared Service Center (HRSSC) by mail, email, or fax, no later than close of business on the effective date of the submitted resignation. Send mailed withdrawals to HRSSC, ATTN SEPARATIONS, PO BOX 970520, GREENSBORO NC 27497-0520; emailed withdrawals to the HRSSC Separations (Career) email account at [BRHGP1@usps.gov](mailto:BRHGP1@usps.gov); or faxed withdrawals to 1-651-994-3521. Mailed withdrawals must be postmarked no later than close of business on the effective date of the submitted resignation.

