

**Power of attorney**

**Agent resignation letter**

Instructions

You made your resignation letter. Here’s what to do next.

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|  | 1. Print the letter. |
|  | 1. Sign and date the letter along with a notary. Write the date at the top and next to your signature. Your notary must see you sign the form, then sign it after you. Do not sign your forms before they are notarized. |
|  | 1. Make copies of the letter, including one for your records. |
|  | 1. Give copies of the resignation letter to your principal, as well as anyone else who should be notified. |

You do not need to send these instructions with copies of the letter.

Learn more about ending a power of attorney at: <https://www.illinoislegalaid.org/legal-information/ending-power-attorney-0>