

**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 has to see you sign it, and they must sign it right after you do. |
|  | 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>