



## **INSTRUCTIONS FOR FILING A NOTICE TO WITHDRAWAL**

An appellant or complainant may withdraw their appeal or complaint at any time prior to the decision of the Board by submitting a Notice of Withdrawal to the Arizona State Personnel Board.

### **Completing the Notice of Withdrawal**

1. Download the form from the Arizona State Personnel Board website.
2. Complete all the blank fields, in addition to your written objection.
  - a. The form is pdf. fillable and can be completed electronically.
3. This form requires a wet or electronic signature.
  - a. We will not accept conformed signatures on a Notice of withdrawal.
4. After you've completed the form, send it via email to the hearing officer appointed to your case and copy the respondent(s) and the Arizona State Personnel Board at [appeals@personnel.az.gov](mailto:appeals@personnel.az.gov)
5. Once submitted, you'll receive a confirmation email from the Personnel Board

**You may contact the Arizona State Personnel Board at (602) 542-3888 or by email at [appeals@personnel.az.gov](mailto:appeals@personnel.az.gov), with any questions.**