



Human Resources and Development

Notice of Separation from Employment

Please Check: [] Certificated [] Classified [] Management [] Other

Name: _____ Employee ID #: _____
(Print Full Name)

Home Address: _____

Phone #: _____ Personal Email Address: _____

Position : _____ Work Site: _____

My last work day will be: _____

Reason for Separation from Employment: [] Resignation [] Retirement

Comments:

Large empty rectangular box for comments.

Employee Signature: _____ Date: _____

All District property must be returned no later than your last work day.

HUMAN RESOURCES USE ONLY

Superintendent and/or Designee: _____ Date Accepted: _____