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| SAC2 | Human Resource Services |
| Resignation / Retirement |
| This form is provided for all employees submitting  a voluntary resignation to terminate employment. |

**TO:** The Superintendent and Secretary

Board of Education

Sacramento City Unified School District

I hereby submit my voluntary  resignation  retirement from my position as:

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|  |  |  |
| Title of Position | Location | Grade and/or Subject |

This resignation is unconditional, effective, and irrevocable upon receipt by the undersigned Superintendent’s designee as “approved.” I understand it is my responsibility to turn in my keys, phone, badge, equipment, etc., to my site administrator.

My last day of work will be at the close of the school or business day on        (mm/dd/yy). (Check if applicable)

I have contacted PERS or STRS regarding my retirement.

I would like to request an exit interview with Human Resource Services.

I am terminating my employment for the following reason(s):

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Additional Comments:

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| *For Office Use Only* |  |  | | | |
| **TERMINATION** |  | Signature | | | |
|  |  |  | | | |
| Agenda Date |  | Name Typed or Printed | | | |
| Accepted Date |  |  | | | |
| Reason |  | Mailing Address | | | |
| Location |  |  | |  |  |
| Position # |  | City | | State | Zip Code |
| Approved / Position |  |  |  | | |
| Reviewed |  | Date of Birth (mm/dd/yy) | Social Security Number (No Dashes) | | |
| Released 🞎 |  |  |  | | |
| Site Notified |  | Date (mm/dd/yy) | Area Code/Phone Number | | |

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| **Reason Codes:** FO = Family Responsibility; HE = Health; JD = Job Dissatisfaction; M = Military Service; OJ = Other Job; OT = Obtain Training/Education;  PL = Personal; RD = Retired, Disability; RL = Relocation; RM = Retired, Management; RV = Retired, Voluntary |

*Distribution: Human Resource Services; Employee Benefits; Employee*