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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*