



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:

Title of Position	Location	Grade and/or Subject
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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):

Additional Comments:

<i>For Office Use Only</i> TERMINATION
Agenda Date
Accepted Date
Reason
Location
Position #
Approved / Position
Reviewed
Released <input type="checkbox"/>
Site Notified

_____ Signature		
_____ Name Typed or Printed		
_____ Mailing Address		
_____ City	_____ State	_____ Zip Code
_____ Date of Birth (mm/dd/yy)	_____ Social Security Number (No Dashes)	
_____ Date (mm/dd/yy)	_____ Area Code/Phone Number	

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