



BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

Human Resources Department

17000 Haynes Street

Lake Balboa, CA 91406

(818) 758-4463

HR@birminghamcharter.com

RESIGNATION/RETIREMENT NOTIFICATION

Must be submitted to the Human Resources Department

Name _____ SSN (Last 4 digits) _____

Forwarding Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Job from which you are retiring or resigning: Job Title _____

TYPE OF SEPARATION

- | | |
|---|--|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation: Transportation |
| <input type="checkbox"/> Resignation: Education | <input type="checkbox"/> Resignation: Job Offer |
| <input type="checkbox"/> Resignation: Moving | <input type="checkbox"/> Resignation: Personal |
| <input type="checkbox"/> Resignation: Financial | <input type="checkbox"/> Resignation: Other _____ |

- | | | | |
|---------------|--|-------------|--|
| Certificated: | <input type="checkbox"/> C Basis End Date: 6/5/2024 | Classified: | <input type="checkbox"/> A Basis End Date: 6/30/2024 |
| | <input type="checkbox"/> B Basis End Date: 6/14/2024 | | <input type="checkbox"/> B Basis End Date: 6/12/2024 |
| | | | <input type="checkbox"/> C Basis End Date: 6/5/2024 |

PLEASE ACCEPT MY RESIGNATION/RETIREMENT EFFECTIVE DATE: _____

Employees are reminded that upon retirement or resignation from Birmingham Community Charter High School, it is the employee's responsibility to:

- Contact the Human Resources Department to discuss your options for continued benefit coverage (COBRA)
- Complete the Exit Clearance process in the Human Resources Department

Employee's Signature

Today's Date

OFFICE USE ONLY

CEO/Principal

Date

Human Resources Manager/Designee

Date

c: Business Services: CBO
Senior Business Office Associate
Personnel File

Position Control # _____