

HUMAN RESOURCES  
RESIGNATION/RETIREMENT NOTICE



Name: \_\_\_\_\_ Personal email address: \_\_\_\_\_  
(Please print/type full name)

Mailing Address: \_\_\_\_\_  
(Address) (City, State) (Zip Code)

Position: \_\_\_\_\_ PSL # \_\_\_\_\_ Site/Department: \_\_\_\_\_

Employee Classification:  Certificated  Classified  Management

Retirement  Resignation Reason for Resignation: \_\_\_\_\_

**I hereby** submit my Notice of Resignation/Retirement and acknowledge that said Request for Resignation or Retirement will become effective upon acceptance by the Superintendent or designee, who will subsequently assign the resignation or retirement effective date, rendering it irrevocable from that point forward.

**Furthermore**, I affirm that I will turn in all district property (e.g., technology, keys, etc.) and will take and remove all personal belongings, prior to my Resignation/Retirement effective date.

Last Day Worked: \_\_\_\_\_ Effective Resignation or Retirement Date: \_\_\_\_\_  
(Cannot be last day worked.)

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
(Employee Signature)

Accepted  Denied **By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
(Superintendent or Designee)

-----  
To ensure prompt payment of your final pay warrant, employees will need to turn in a completed **Salary Clearance for Non-Returning Personnel** Form (Page 2) to the Human Resources Department, prior to your last workday. A signed copy of the Salary Clearance form must be in the Business Office before the final payroll warrant will be issued. The primary purpose of this form serves as an inventory control of materials and equipment for which responsibility is assumed by the employee.

**Employee Steps:**  Turn in Resignation/Retirement Notice to HR  Inform Immediate Supervisor of Resignation/Retirement date.

**HR Staff Mandatory Steps prior to the last day worked:**

- Risk Management Dept.:** Benefits end at the end of the month employee resigns
- Risk Management Dept.:** Inform retirees to schedule a meeting with R&M
- HR:** Request Exit Interview (Optional)
- HR:** Salary Clearance Form Turned In YES  NO  If no email payroll to hold last paycheck (Send Form to Business Office)

**Resignation/Retirement Notice Attachment**

**SALARY CLEARANCE FORM FOR NON-RETURNING PERSONNEL**

To ensure prompt payment of your final pay warrant, personnel leaving the District must obtain signatures, as indicated below. Signatures may be gained in any order, except that the Human Resources department must be last. A signed copy of this form must be in the Business Office files before the final payroll warrant will be issued.

For less than 12-month employees, please be alert to the possibility of your final paycheck being less than what you anticipated. This can occur if you are being paid in equal monthly payments, which do not correspond with actual time worked. If you have concerns related to this possibility, please contact the Payroll Department. Lastly, please note that Summer withholdings, if any, will be paid at the end of July.

Name: \_\_\_\_\_  
(Please Print/Type Full Name)

Position: \_\_\_\_\_ PSL # \_\_\_\_\_ Site/Department: \_\_\_\_\_

Employee Classification:  Certificated  Classified  Management

Key(s)  Time Card  Fob  (Turn in all office, building, desk keys, ID badge)  
Principal/Administrator: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature)

Technology Equipment  Faculty Receipt Attached  No equipment   
IT Site Tech/Department: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature)

Resignation/Retirement Form  Salary Clearance Form   
Human Resources: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature)

For Payroll Office use only:

Rev. August 29, 2024

Received Salary Clearance Form from HR  Time Card  Copy of Salary Clearance to Employee