

Classified Human Resources

SEPARATION NOTICE

First Name: _____ Last Name: _____ Employee ID: _____

Address: _____

Phone: _____ Email: _____

Current Job Title: _____ Site/Department: _____

This shall serve as official notice of my intent to separate employment from the Pleasant Valley School District.

My last day of work: _____

Reason for Separation:

☐ **Resignation**

☐ To accept other work

☐ To seek other work

☐ To attend school

☐ Leaving the area

☐ Other: _____

If eligible, please place my name on the 39-month reinstatement list. ☐

If eligible, I would like to remain a substitute. ☐

☐ **Retirement**

I hereby certify that the above information is true and correct to the best of my knowledge and that this separation notice is executed of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Signature: _____ Date: _____

Received by Director of Classified Human Resources

Copy sent to payroll by: _____ Date: _____



Revised 04.2026

Pleasant Valley School District

600 Temple Avenue • Camarillo, CA 93010 • (805) 389-2100 (Office) • www.pleasantvalleysd.org
PVSD prepares 21st century learners who are responsible members of our global society.