



NOTICE OF RESIGNATION/RETIREMENT/SEPARATION

Employee Name: \_\_\_\_\_

Please Indicate Employee Group Unit:

- Classified Bargaining Unit, Academic Bargaining Unit, Classified Confidential, Classified Administrator, Academic Administrator

Position Title: \_\_\_\_\_

Department/School: \_\_\_\_\_

I hereby submit notification of my employment separation from the Southwestern Community College District effective at the close of business on \_\_\_\_\_, for the following reason(s):

- Retirement, Resignation, Other Employment, Other \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

The above separation has been received and accepted by the District

Supervisor/HR

Date

cc: Supervisor, Human Resources, Payroll, Employee