

LETTER OF RESIGNATION

I hereby submit my letter of resignation effective _____. My last day to work will be _____. I am requesting payment of the stipend for Early Notification of Resignation. I understand the following conditions of the Early Notification stipend:

Conditions of 2016 Early Notification of Resignation Stipend Program:

1. The 2016 Early Notification of Resignation Stipend Program is available to all full-time, regular employees. Temporary, interim, and part-time employees are not eligible for the Early Notification of Resignation Program.
2. A signed letter of resignation must be received by February 16, 2016 to qualify for a \$500.00 stipend.
3. A signed letter of resignation must be received between February 17, 2016 and 4:30 p.m., February 29, 2016 to qualify for a \$300.00 stipend.
4. The employee must work through the last day of his/her contract if a contractual employee.
5. The employee must work through the end of his/her duty calendar if not on contract.
6. The stipend will be paid on the July 1, 2016 paycheck.
7. Employees receiving the resignation stipend must repay the stipend if re-hired into a full-time, regular position within 2 years of their last day worked for the District. Temporary, interim, and part-time employees are not eligible for the Early Notification of Resignation Program.
8. A letter of resignation received prior to approval of this program, but which meets the above criteria will be eligible for the program.

Signature of Employee

Date

Please complete the following information and ask your supervisor, or if submitting directly to Human Resources, the HR representative, to sign and date this form in the box below upon receipt by him/her.

Name _____

Department _____

Supervisor _____

Received by:

Signature of Supervisor or HR Representative

Date

NOTE: Supervisor should IMMEDIATELY scan a copy of this form to Human Resources and send the original to HR through inter-office mail.