SANTA CRUZ CITY SCHOOLS

Human Resources

405 Old San Jose Road Soquel, CA 95073 831/429-3410 – FAX 831/429-3433

NOTICE OF RESIGNATION/RETIREMENT

Today's Date:			
Employee:			
Social Security #:			
Certificated	Certificated Classified		
I hereby tender my *Resignation 1	Retirement Effective:		
My last day at work will be:			
*My reason for resigning is:			
My forwarding address is:			
,			
Street			
City	State	Zip Code	
Employee Signature	Date	 Date	
Site/Department: Copy and forward to Huma	an Resources immediately		
Time sheet completed and forward	•		
<u> </u>	1 2		
Keys and other District property			
Information Technology notified	if employee has user acces	s to system(s)	

Revised 7-1-09