



Human Resource Services

Notice of Separation

Employee Name _____ Date _____

Social Security # _____ or Employee ID # _____

Department _____

Classification: Administrator; Classified; CAST; Faculty: F/T P/T; Short-term; Student

I, resign retire (check one), from my employment at Palomar Community College District effective (last day worked) _____.

[Classified Employees: The resignation of employee shall be final and effective at the time of receipt by the Superintendent/President or designee. An employee, however, may withdraw a resignation within forty-eight (48) hours (exclusive of Saturday, Sundays and holidays) after submitting it upon a showing of good cause. (B.P. CCE/AFT-24)]

My reason for separation is:

Employee Signature

Date

Supervisor Signature

Date

Administrator Signature

Date

Comments:

HRS has received the following (initial once received):

_____ Keys	_____ Employee ID Card	_____ Parking Permit	_____ Laptop Computer
_____ Cal Card	_____ Phone/Pager	_____ Other:	

Retirement: STRS PERS Group I Group II Group III

Governing Board Notification Date: _____