

Date: \_\_\_\_\_

To Dr. Chong:

It is my intent to resign and retire from the Sonoma County Junior College District. My last day of paid service will be \_\_\_\_\_. (If you are a Faculty employee or Classified employee who works 10 months/year and you're retiring at the end of the Spring semester then your last day of paid service will be Graduation Day).

My official CalSTRS and/or CalPERS retirement date will be \_\_\_\_\_ (must be at least one day after your last day of paid service).

☐ If applicable, I plan to utilize my accrued vacation time so my last physical day of work will be:

\_\_\_\_\_.

My primary work assignment is in the following employment category (please check one box):

- ☐ Classified
- ☐ Faculty
- ☐ Management

My position title is: \_\_\_\_\_

My department is: \_\_\_\_\_

My FTE/time base is: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

cc: Your Cabinet Administrator (Vice President of your department)  
Gene Durand, Vice President, Human Resources  
Kate Jolley, Vice President, Finance and Administrative Services  
Christie Colón, HR Specialist, Benefits  
Brenda Dixon, Executive Assistant, HR