

Date: _____

To Dr. Garcia:

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 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)
Theresa Richmond, Interim Vice President, Human Resources
Kate Jolley, Vice President, Finance and Administrative Services
Christie Colón, HR Specialist, Benefits
Brenda Dixon, Executive Assistant, HR