

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: _____ (not applicable to Contract Faculty or Associate Faculty)

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 (the Vice President of your department)
Kate Jolley, Interim Vice President of Human Resources
Christie Colón, HR Specialist, Benefits
Brenda Dixon, Executive Assistant, HR