



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
 Rio Vista, California 94571-1651
 (707) 374-1700 Fax (707) 374-2995
<http://riverdelta.org>

Resignation/Retirement Notification Form

TO: Superintendent &
 Board of Trustees
 River Delta Unified School District

I hereby submit my voluntary resignation as: retirement from my position as:

_____ Title of Position _____ Site/Department _____ Grade and/or subject

This resignation is unconditional, effective, and irrevocable upon receipt by the Superintendent or designee as "approved." I understand it is my responsibility to turn in any of the following that have been issued to me as a RDUSD employee; keys, phone, laptop, charging cords, equipment, etc., to my site administrator.

My last day of work will be at the close of business day on _____ (mm/dd/yy)

I have contacted PERS or STRS regarding my retirement.

I would like to request an in person exit interview with Human Resource Services.

I am terminating my employment for the following reason (for resignations only):

Additional Comments:

<i>For Office Use Only</i> TERMINATION		Signature	
		x	
Agenda Date		Name Printed	
Accepted Date		Mailing Address	
Reason		City	
Location		State	
Position #		Zip Code	
Approved by:		Date of Birth	
Reviewed		Social Security Number	
Released <input type="checkbox"/>		Date	
Site Notified		Area Code/Phone Number	

Reason Codes: FO = Family Responsibility; HE = Health; JD = Job Dissatisfaction; M = Military Service; OJ = Other Job; OT = Obtain Training/Education; PL = Personal; RD = Retired, Disability; RL = Relocation; RM = Retired, Management; RV = Retired, Voluntary