



# RIVERSIDE UNIFIED SCHOOL DISTRICT

Department of Personnel-Leadership & Development

3380 14th Street, Riverside, CA 92501

Phone: (951) 788-7135

Fax: (951) 778-5671

## PERSONNEL ACTION REQUEST: RESIGNATION / RETIREMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print full name)

Employee Number: \_\_\_\_\_ Present School/Site: \_\_\_\_\_

**Certificated Employee** Present Grade Level/Subject: \_\_\_\_\_

**Classified Employee** Position Title: \_\_\_\_\_

Please initiate the following personnel action request:  **RESIGNATION**  **RETIREMENT**

I hereby tender my resignation/retirement as an employee of the Riverside Unified School District.

My last day of service will be \_\_\_\_\_

REASON: \_\_\_\_\_

<b>Current Address:</b>	<b>New Address, if applicable:</b>
Telephone Number:	Telephone Number:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PERSONNEL USE ONLY</b>	
<b>Received Date</b> _____	<b>Effective Date</b> _____
<b>By</b> _____	<b>Date</b> _____
<b>Years of service</b> _____	
<b>Comments:</b> _____	

**NOTE: PLEASE SEND TO PERSONNEL UPON COMPLETION.**

Revised 6/6/18

Distribution:

White: Employee

Yellow: Payroll

Pink: Personnel

Goldenrod: Benefits