



ALG/Confidential Employee Separation Form

HR Use Only:

Date of Hire: _____

Yrs of Service: _____

Board Agenda: _____

To: Superintendent / Human Resources

I, _____ hereby voluntarily resign my position with the Solano Community College District.

My last workday will be: _____

If retiring my retirement date with PERS will be: _____

Reason(s) for leaving district employment:

Sick Leave Payoff:

Please report all sick leave to my retirement provider.

I hereby certify that the foregoing is a true statement of the reasons or cause of my separation from employment with the Solano Community College District.

Signature: _____ SCC ID#: _____ Date: _____

School/Department: _____ Position: _____

Mailing/Forwarding Address:
