



Notice of Resignation/Retirement

This form is to be completed by permanent Certificated, Classified, and Administrative employees, as well as Adjunct Faculty who are resigning or retiring from the Yosemite Community College District.

Instructions:

- Keep a copy of this form for your personal records after completion.
Provide the original form to your supervisor who will then forward the original form to the HR Office for processing
Notify the HR Office of your intent to resign or retire by emailing a copy of the form to humanresources@yosemite.edu

Please print or type and ensure all information is provided as omissions can delay processing.

1. PERSONAL INFORMATION

Last Name First Name Middle Initial Colleague Number

Home Address

City State Zip Code E-Mail Address

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Cell Phone Home Phone

2. RESIGNATION STATE AND CERTIFICATION

A. I hereby resign from all positions or assignments held by me as an employee of the Yosemite Community College District. I acknowledge that if I am retiring from CalSTRS, there is a mandatory wait period of 180 days before I can return to a part time academic position.

B. This resignation is to be effective on the date immediately after my Last Day in Paid Status: Last Date in Paid Status

C. Give reason for separation: Retirement Resignation

- Resignation due to retirement: Your retirement date is the day after your Last Date in Paid Status. Completion of this form does not constitute an application for a retirement allowance.

Certificated Employees
Membership Services Division
State Teachers Retirement System(STRS)
Phone: (800) 228-5453 www.calstrs.com

Classified/Administrative Employees
Benefits Division
Public Employees Retirement System (PERS)
Phone: (888) 225-7377 www.calpers.ca.gov

- First Day of Retirement (if applicable): First Day of Retirement

I certify that the foregoing is true and correct.

EMPLOYEE SIGNATURE DATE DEPARTMENT HEAD/SUPERVISOR DATE