



# Sequoia Union High School District

480 James Avenue, Redwood City, California 94062-1098  
 Administrative Offices (650) 369-1411

## SEPARATION FORM

<input type="checkbox"/> <b>Certificated</b>		<input type="checkbox"/> <b>Classified</b>	
Name:			
Address:			
City:		State:	Zip:
Phone No:			
Email Address:			
Position/Subject Title:			
Site/Location:			
Last day of paid service:			
<b>Please check the appropriate box</b>			
<input type="checkbox"/> Resignation		<input type="checkbox"/> Retirement	

## Please accept my Resignation/Retirement

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Assistant Superintendent of Human Resources:	Date:
<input type="checkbox"/> Letter to employee	<input type="checkbox"/> Notice of Termination Form
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Board Agenda Date