



# 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 Title:		
Site/Location:		
Last day of paid service:	Separation date:	
<b>Please check the appropriate box</b>		
<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement	

## Please accept my Resignation/Retirement

Employee's Signature

Date

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