



Konocti Unified School District  
 Human Resources  
 Personnel Action Request  
**RESIGNATION/RETIREMENT**

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

Worksite: \_\_\_\_\_

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 Konocti Unified School District.

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

Reason: \_\_\_\_\_

Current Address:	New Address (if applicable):
Telephone Number:	Telephone Number:

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

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

**Human Resources Office Use Only**

Date Received: \_\_\_\_\_ Effective Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Comments: