



CITY OF PETALUMA
HUMAN RESOURCES
Resignation Form

To be completed by Employee

I. Employee Notice of Resignation

Employee Name

Effective Date

Classification

Department

I voluntarily resign from my employment with the City of Petaluma for the following reason(s):

- To accept other employment
- Unsatisfactory working hours
- Return to school

- Spouse transferred
- Job dissatisfaction
- Other (explain in space below)

I understand that I am responsible for notifying the City of Petaluma of any future address changes that may occur within this calendar year. The City of Petaluma will use the last know address to mail my W-2 forms. I do hereby freely and voluntarily tender my resignation of employment with the City of Petaluma.

Employee Signature

Date

To be completed by Department Director

II. Director/Manager Clearance

The employee has returned, in good condition (check those that are applicable)

- Keys
- ID Card
- Phone
- Lap top
- Credit card
- Confidential materials
- Tools/Machinery
- Clothing
- Other_____

The employee has attached a statement with an explanation for not returning the following articles:

Director/Manager Signature

Date

To be completed by Human Resources

III. Employee Processing

- PAF
- PERS/AESDI
- COBRA
- IT
- City Clerk
- PEMCHA
- EDD Booklet

Final check issued to employee

Date

Final check sent to employee

Date