



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):

- | | |
|---|---|
| <input type="checkbox"/> To accept other employment | <input type="checkbox"/> Spouse transferred |
| <input type="checkbox"/> Unsatisfactory working hours | <input type="checkbox"/> Job dissatisfaction |
| <input type="checkbox"/> Return to school | <input type="checkbox"/> 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 _____ Effective Date _____

To be completed by Department Director

II. Director/Manager Clearance

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

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Keys | <input type="checkbox"/> Lap top | <input type="checkbox"/> Tools/Machinery |
| <input type="checkbox"/> ID Card | <input type="checkbox"/> Credit card | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Confidential materials | <input type="checkbox"/> Other _____ |

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

Director/Manager Signature _____ Effective 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 _____