



RIVERSIDE UNIFIED SCHOOL DISTRICT
Department of Personnel-Leadership & Development

PERSONNEL ACTION REQUEST
RESIGNATION/RETIREMENT

Name: (Please print full name) Date:

Employee Number: Present School/Site:

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 the Riverside Unified School District.

My last day of service will be

REASON:

Table with 2 columns: Current Address, New Address, if applicable; Telephone Number.

Employee Signature: Date:

Principal/Supervisor Signature: Date:

PERSONNEL DEPARTMENT USE ONLY
Received Date Effective Date
By Date
Years of service
Comments: