

## 1.0 Procedure for Filing a Resignation Notice

- 1.1 The employee may obtain a notice of resignation form from the administrative officer or the Personnel Services Office.
- 1.2 The notice of resignation shall be forwarded to the Personnel Services Office immediately.
- 1.3 The employee will need to arrange for an exit interview with a personnel staff member and an administrative services staff member so that the individual can complete the necessary forms and receive an explanation of accrued benefits (if any). The employee may complete a termination questionnaire at the time of the exit interview.

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LRCCD

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