



## Resignation / Retirement Notification

DATE: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**RESIGNATION:** I am resigning from my position with the Board of County Commissioners.

My last day of employment will be \_\_\_\_\_.

**OR**

**RETIREMENT:** I am eligible for retirement under the Florida Retirement System and I am retiring from my position with the Board of County Commissioners.

My last day of employment will be \_\_\_\_\_.

**Final Paycheck:** I understand release of my final paycheck is contingent upon return of all county issued property and equipment. After receipt of all property and equipment I will \_\_\_pick up my paycheck in Human Resources or \_\_\_authorize it to be mailed to the address below:

Address: \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

**To be completed by HR Benefits Administrator and emailed to HR Staff & Employee's Supervisor**

\_\_\_The employee has requested a formal retirement presentation at the BOCC.

\_\_\_The employee has requested an informal retirement presentation.

\_\_\_The employee does not want or is not eligible for a retirement presentation.