



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.