



**HUMAN RESOURCES**

10903 Gravelly Lake Dr SW  
Lakewood WA 98499-1341  
253-583-5080 • 253-583-5088 FAX

SEPARATION-FORM

**Separation of Employment**

**Instructions:** Complete this form if you are separating from a regular or extra assignment position. You may attach a letter if you desire, but it is not required.

**Employee's Name** \_\_\_\_\_ **Department/Location** \_\_\_\_\_

**Notification of:**  Resignation of Employment  Retirement  
 **Resignation from extra assignment only (i.e., coach, advisor, department head, extra class)**  
 Other \_\_\_\_\_

**Position/Assignment** \_\_\_\_\_

**Effective Date of Separation** \_\_\_\_\_ **(Usually last day worked)**

**Reason for Separation**  
[Empty box for text entry]

**Forwarding Address** ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Check here if interested in substituting for the Clover Park School District.

**FOR HR USE ONLY**

**Board Approval:**  YES  NO **Date** \_\_\_\_\_

**HR Authorization** \_\_\_\_\_ **Date** \_\_\_\_\_