

# Superior Court of California, County of Kern



## RESIGNATION FORM

Date \_\_\_\_\_

I, \_\_\_\_\_, herein voluntarily tender my Notice of Intent to Resign, separating my employment with the Superior Court of California, County of Kern. My last day of employment with the Superior Court of California, County of Kern will be \_\_\_\_\_.

The reason for my resignation is \_\_\_\_\_  
\_\_\_\_\_.

If my reason for resigning is to commence retirement, I understand that in order to resign with the intent to retire, I must have sought coordination of dates through the Kern County Employees' Retirement Association (KCERA) and the Superior Court.

I also understand that by completing and submitting this notice of resignation for the purposes of retiring, I am confirming that I have completed, or will be completing the necessary paperwork with KCERA to commence retirement effective \_\_\_\_\_. Furthermore, I acknowledge that I understand that my verbal or written notification to a Court Supervisor, Manager, or other Court designee does not satisfy my obligation and requirement to complete the necessary paperwork with the Kern County Employees' Retirement Association in order to commence retirement and collect a monthly pension check.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Received by Department

\_\_\_\_\_  
Resignation Received

### NOTE:

Superior Court Human Resources Policies and Procedures Manual, Section 400.03:

It is recommended that a minimum of (7) seven days be given by an employee who anticipates resigning/retiring. An employee who anticipates resigning/retiring should notify his or her supervisor as soon as possible. This will facilitate recruitment and training of a replacement. An employee will not be penalized for announcing an intention to resign, with or without a commencement of retirement.