



Employee Resignation & Retirement Notification

Employee Name		Employee ID	
Department		Supervisor	
1st Day of Notice		Last Day	

Suggested notice periods:

2 weeks for employees; 2-3 weeks for supervisory employees; 4 weeks for administration

Reason(s) for Resignation

Other Employment

Retirement*

Relocation

Personal

Other reason: _____

I am willing to participate in an anonymous exit survey (provide personal email address)

Employee Signature: _____ **Date:** _____

***Contact the County Benefits Administrator to initiate the retirement process. 801-451-3463**

Davis County Property & Access. You must return all County property including ID Badge, prox card, computer, keys and other property assigned to you.

Final Paycheck. Your last paycheck will include all hours worked in the final period as well as payout for applicable leave balances according to County policy. You will no longer have access to ESS so please print out any paycheck stubs that you may need.

Insurance. If applicable, medical, dental, vision and EAP benefits expire on the last day of the month in which you separate from the County; life and disability insurance ends on your last day of work. You will receive notification of the dates and your eligibility to continue coverage under COBRA. If you are eligible to continue life insurance you must elect continued coverage within 30 days of termination of coverage.

Utah Retirement System Benefits. You will receive a URS Benefit Notification form by mail regarding your pension benefit and savings plan options.

URS contact info: 801-366-7770 (Retirement); 801-366-7720 (401k, 457, IRA); www.urs.org

Print and sign the completed form and submit it to your supervisor.

Supervisors may accept the resignation in writing or by email and shall notify HR upon receipt.