

RESIGNATION

The City requests a minimum of two (2) weeks* notice of your intention to terminate your employment. Your resignation should be in writing and given to your immediate supervisor. Your letter of resignation should include the following information:

1. Date of Resignation;
2. Reason for Resignation; and
3. Your signature.

*While it is professional courtesy to provide two weeks notice, extenuating circumstances do sometimes exist. Failure to provide a full two weeks notice, will not automatically result in a "No" recommendation for rehire.

"No" recommendations must be based on legitimate business considerations.

Upon termination, employees will be provided a clearance form which indicates their rehire status. "No" recommendations may be appealed to the Director of Human Resources within the first 30 calendar days following separation of employment. If an employee has not filed an appeal within 30 calendar days of their separation, the opportunity for further appeal will be available two years from the date of separation.