

**CITY OF ONTARIO**

**MEMORANDUM**

**TO: Employee Name, Position Title**

**FROM: Supervisor Name, Position Title (Full-time employee)**

**DATE: Date**

**SUBJECT: RESIGNATION NOTICE**

I have received your resignation notice dated month and date, indicating your effective last day on payroll as date. Per standard City procedure, your notice is accepted and is considered irrevocable so that the City may begin taking action to address the vacancy created by your resignation.

The Department will begin the process for your resignation in Workday. Your final paycheck will be paid out on your normal pay check date and your leave cash-out (if applicable) will be processed once your separation is approved in Workday. If you have been required to complete a Form 700 in the past, please contact Records Management at extension 2009 to file an updated form before your final day. For information on your benefits, please see the attached information.

Please update your phone number and address in Workday if you are moving for purposes of receiving your W-2 Form next year. Following your retirement/termination, if your mailing address changes prior to receiving your W-2 for the current year, please call the Human Resources Department at (909) 395-2442.

Please return all City property to the department before your last day. This may include keys, purchasing card, badge, uniform, etc.

Optional paragraph – something brief about employee’s service, such as:

Employee Name, thank you for the years of service you provided to the Department and the citizens of Ontario. Your contribution is appreciated.

Should you have any questions or require further information, please let me know.

cc: Personnel File

Human Resources Department

Attachment