



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES DEPARTMENT**

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**Classified Resignation Form**  
**(Non-Permanent Employees)**

I do hereby tender my resignation as \_\_\_\_\_  
at \_\_\_\_\_, \_\_\_\_\_ to take  
(Department) (Location)  
effect at the close of business on \_\_\_\_\_ for the  
reason that: \_\_\_\_\_.

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I hereby certify this resignation is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_

REVIEWED BY:

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
President/Chancellor Date

