

Cedar County, Iowa
400 Cedar Street
Tipton, IA 52772



Notice of Voluntary Resignation

I, _____, hereby submit notice of my voluntary separation from Cedar County. My last day of work shall be on _____.

Upon resignation or retirement, an employee may choose to remain on the county payroll by "using out" unused vacation leave for up to 30 calendar days; however, earning rates will cease after final working day.

I plan to vacation out _____ Yes _____ No

If yes, I plan to vacation out from ____/____/____ through ____/____/____.

I am aware that if I wish to rescind this notice of voluntary resignation, I shall notify my supervisor in writing prior to my last date actually worked, not including time if I chose to use vacation time or other sources of paid leave as my final days of employment.

I understand that if I choose to rescind this notice, there is no guarantee that such request shall be granted.

Employee's Signature

Date

I have received and accepted the notice of voluntary separation.

Supervisor's Signature

Date