



NOTIFICATION OF RESIGNATION OR RETIREMENT

(Refer to regulation 4291)

DEPARTMENT OF HUMAN RESOURCES
8115 Gatehouse Road, Falls Church, VA 22042
571-423-3000

This should be used as an official resignation or retirement notice when you are leaving FCPS employment.

EMPLOYEE RESPONSIBILITIES:

- 1) If you are applying for retirement, contact your retirement system prior to submitting this form.
 - Virginia Retirement System (VRS) and Educational Employees Supplemental Retirement System of Fairfax County (ERFC) employees should call 703-426-3900
 - Fairfax Supplementary Retirement System (FCERS) employees should call 703-279-8200
- 2) Complete Section 1 and submit form to your Principal or Program Manager for signature.

PRINCIPAL OR PROGRAM MANAGER RESPONSIBILITIES:

- 1) If necessary, complete any areas in Section 1 on behalf of the employee.
- 2) Complete Section 2 and make a copy of the HR-2 for the employee. If the employee is retiring from ERFC/VRS, send the completed HR-2 in the PONY to ERFC at Forbes Place. If the employee is retiring from FCERS or resigning, send the completed HR-2 in the PONY to HR-Employment Services.

Section 1: Employee Completes This Section

Type of Separation <input type="checkbox"/> Resignation OR <input type="checkbox"/> Retirement		Last Work or Separation Day (mm/dd/yyyy)	
Employee Name (First, Middle, Last)		Employee Identification Number	
Street Address		City	State Zip Code
Home Phone		Other Phone	
Job Title(s)		Work Location(s)	
Please provide an explanation for resignation			
Employee's Signature (Principal or Program Manager In Absence of Employee)			Date

Section 2: Principal or Program Manager Complete This Section

Comments	
Principal or Program Manager Signature	Date

Section 3: Department of Human Resources Use Only

ABANDON	LOANORS	ONEYEAR	STNDSAP	DISPERF
DEATH	LTD	PRJUDCE	STNDSDR	RESIGN
DSPNRCL	NOFP	REFRECL	STNDSMD	
DSPRCL	NOI9	RIFNRCL	WC	
HRLYEE	NOSHOW	RIFRCL	SEEFIL	
INSUFFN	NRCERT	RIFREFP	DISOTHER	

Comments			
Signature	Date	Processor Initials	Processed Date