

1.0 Notification

- 1.1 The employee shall submit a letter of resignation or resignation form to the immediate supervisor. The notice will be forwarded through appropriate administrative channels and shall include the reason for the desired termination and the date on which the termination is desired.

LRCCD

Adm. Regulation Adopted: 2/21/78
Adm. Regulation Revised: 2/18/81; 6/16/82; 10/26/98
Adm. Regulation Reviewed:
Board Policy: [P-9411](#)