



Separation of Employment

Name: _____ Effective Date: _____
Month / Day / Year

Job title: _____

Address: _____

Phone number: (____) _____ Email: _____

I hereby separate from service with the City of Fort Dodge for the following reason:

- (1) Retirement
- (2) Resignation
- (3) Disability
- (4) Separation during probation
- (6) Layoff of Regular Employee
- (7) End of Seasonal or Temp Employment
- (8) End of Internship
- (9) Termination/Discharge
- (10) Deceased

Additional Comments:

**If more space is needed see attached.*

Read and include employee signature for reasons 1 – 8 above.

I understand that an employee who separates from employment loses all City seniority, unless otherwise specified under the terms of a collective bargaining agreement (layoff). Any employee who is re-hired shall be hired as if they are a new employee.

Employee

Date

Department Head

Human Resources

Under Iowa Code section 22.15, Personnel records - discipline – employee notification, a government body that takes disciplinary action against an employee that may result in documented reasons to support a demotion, discharge or resignation in lieu of discharge being placed in the employee's personnel record, prior to taking such disciplinary action, shall notify the employee in writing that the information placed in the employee's personnel file as a result of the disciplinary action may become a public record. Consider this your notice as required by law.