



## Separation of Employment

Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| Resignation                      | End of Seasonal/Temp Employment      |
| Retirement                       | End of Internship                    |
| Termination/Discharge            | Layoff (Regular, Permanent Employee) |
| Unsuccessful Probationary Period | Deceased                             |
| Health Related/Disability        | Other                                |

Additional Comments:

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*If more space is needed, please attach an additional sheet.*

**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 rehired shall be hired as if they are a new employee.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

***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.***