



Mobile Civil Service
Employment Separation Form
(Effective 02/01/2024)

Date of Request: _____

Check one: **RESIGNATION** **RETIREMENT**

First Name _____ **MI** _____ **Last Name** _____

Jurisdiction _____ **Department** _____

Job Title _____

Effective Date *(Date after the last payroll day):* _____

I am resigning to take another Mobile Civil Service Job: **YES** **NO**

FOR MOBILE CIVIL SERVICE EMPLOYEES ONLY

Leave Balance Transfer: **Approved** **Not Approved** **VA Hours** **Sick Hours**

I wish to resign/retire on the date listed above.

Employee's Signature

Date

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Remarks: *(May attach a separate page if necessary)*

This resignation is accepted in: **Good Standing** **Not in Good Standing**

Reason if not in Good Standing: *(May attach a separate page if necessary)*

Less than 2 weeks notice given **Less than 2 weeks worked after notice was given**

Appointing Authority or Designee Signature

Date

APPROVED: _____
Civil Service Director or Designee Signature **Date**