

Date: \_\_\_\_\_

Dr. Jose Fierro, President/Superintendent  
Cerritos Community College District  
11110 Alondra Blvd  
Norwalk, California 90650

**RE: LETTER OF RESIGNATION**

I hereby resign my position as \_\_\_\_\_ in the  
\_\_\_\_\_ of the Cerritos Community College District.

This resignation is effective \_\_\_\_\_

Reason:            Retirement            Resignation (*please explain*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Name of Employee (Please Print)*

<i>To be completed by Human Resources</i>	
_____ <i>Name of Employee</i>	
_____ <i>Title of Position</i>	
_____ <i>Effective Date</i>	

Presented to the Board of Trustees: \_\_\_\_\_

**Please submit this form to the Office of Human Resources**