



400 Beach St. Santa Cruz CA, 95060

Notice of Change in Employment Status

Name: _____

Date: ____/____/____

One of the responsibilities you accepted when you came here to work was to give us advance notice when you decide to leave (a minimum of two weeks). We require this much notice so that we can interview, hire, orient, and train your replacement. This helps to ease the burden that might otherwise be placed on your co-workers. We reserve the right to schedule you for a full two weeks after you submit your written termination. Failure to comply with this policy, as set forth by the Sun Shops Customer Service Guidelines, may result in disciplinary action.

Last Day Available to Work: ____/____/____

Reason for Resignation:

I request my last paycheck be mailed to the following address:

I would like to pick up my check on the next payday: ____/____/____

I would be interested in re-initiating employment with Sun Shops in the future.

Yes, Approx. date: _____ No

Employee Signature

_____/_____/_____
Date