

Resignation or retirement notification

This form should not be used for transferring out to another federal organization. For a transfer out situation, the delegated manager should send a copy of the employee's new letter of offer to the appropriate Trusted Source for processing.

Instructions for the employee:

By completing and signing this form, you are formally informing Parks Canada of your intent to permanently leave your position. Please complete and return this form to your delegated manager as soon as possible.

Once your form is processed, retirees will receive a copy of their manager's approval for the Pension Centre. If you are resigning and would like a copy, please contact your manager.

Instructions for the delegated manager:

Once your employee gives you this form, please submit it to your local HR team via the [HR Service Desk](#) in Jira. You will then approve the resignation or retirement in Jira. If you are unable to submit in Jira, please sign.

Employee information			
Legal last name	Legal first name	PRI	
Position title	Group and level	Position number	
Business unit	Work location		
Personal email address	Last day of employment (yyyy-mm-dd)*		
Reason for termination			
Please provide the reason for which you are terminating your employment. This will ensure proper coding on your record of employment.			
<input type="radio"/> Personal reasons <input type="radio"/> Retirement – elective <input type="radio"/> Return to school <input type="radio"/> Retirement – illness (attach mandatory Health Canada Approval Form) <input type="radio"/> Medical reasons <input type="radio"/> Other (provide details in the comment section)			
Comments – For employees in two different positions, note if this resignation is for one or both positions.			
Employee signature			
Signature		Date (yyyy-mm-dd)	
Delegated manager approval (only required if not using Jira)			
Signature (optional)		Date (yyyy-mm-dd) (optional)	

*This is generally your last day worked. For employees who are seasonal or on leave, your last day employed.