



COUNTY OF
Riverside
HUMAN RESOURCES
Winner IPMA Award for Excellence

County Administrative Center
P.O. Box 1569 • Riverside, CA 92502 • (909) 955-3500
44-199 Monroe Street, Suite B • Indio, CA 92201 • (760) 863-8327

*RONALD W. KOMERS, IPMA-CP
Asst. County Executive Officer/
Human Resources Director*

*BARBARA OLIVIER, SPHR
Asst. Human Resources Director*

TO: Federal Perkins, NDSL & NSL

FROM: **Your name, Your title**
County of Riverside
Full address

DATE: October 31, 2008

SUBJECT: Request for Cancellation

Employee Name has been employed with the County of Riverside,
Department name from **employee start date (should match date on Request
for Cancellation Form)** to present. If you have any questions please feel free
to contact me.

Sincerely,

Original Signature

Your Name
Your Title
Office Number
Fax Number