



**COUNTY
ADMINISTRATIVE
CENTER**

4080 Lemon Street, 7th Floor
P.O. Box 1569
Riverside, CA 92502
Phone: 951.955.3510
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TTY: 951.955.8688

MICHAEL T. STOCK
Asst. County Executive Officer/
Human Resources Director

John Mooney, SPHR
Asst. Human Resources Director

Nancy Taylor
Director of Leadership &
Organization Development

TO: Federal Perkins, NDSL & NSL

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

Date: Current Date

SUBJECT: Request for Cancellation

Employee Name has been employed with 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