

Request for Retirement/Resignation Form

A resignation letter will be accepted in lieu of this form if your letter contains the information requested below.

I am retiring _____
resigning _____

(Please print)

Name _____

Current Address _____
Street City State Zip

Home Telephone _____ Other Telephone _____

Campus/Department _____ Position/Grade Level _____

Please list your new address below in the event that you are moving.

_____ Street City State Zip

Retirement. I wish to retire effective _____.

Resignation. I wish to resign effective _____.

Please return this form to your principal/supervisor or provide directly to human resources prior to the date you are requesting to retire/resign. You will be contacted by Human Resources to review your request and/or set up an exit interview. Educators retiring/resigning during the summer should send this form directly to Human Resources.

Please provide your reason for separation. Educators must provide a detailed explanation if your request for separation does not fulfill your employment contract obligation.

Employee Signature

Date

Principal or Human Resources Signature

Date

FORWARD COMPLETED ORIGINAL TO HUMAN RESOURCES

Date received in Human Resources _____ Staff Initial _____

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