

Resignation / Retirement

This form is provided for all employees submitting a voluntary resignation to terminate employment.

TO: The Superintendent and Secretary
Board of Education
SaSato my site administrator.

My last day of work will be at the close of the school or business day on _____ (mm/dd/yy). (Check if applicable)

I have contacted PERS or STRS regarding my retirement.

I would like to request an exit interview with Human Resource Services.

I am terminating my employment for the following reason(s):

Additional Comments: