

**CHANDLER UNIFIED SCHOOL DISTRICT
EMPLOYEE NOTICE OF RESIGNATION/RETIREMENT**

Date: _____

Employee Name: _____

Employee ID# _____

Position (First Grade Teacher, Math Teacher, Custodian, etc.): _____

Work Location: _____

Last Day Worked: _____

Please accept my resignation effective on my last day of work for the following reason.

- ☐ I am pursuing further education.
- ☐ I am moving out of the area.
- ☐ I am retiring.
- ☐ I am going to focus on family responsibilities.
- ☐ Health Reasons
- ☐ I am leaving the field of education to work in another area.
- ☐ I am planning to work for another school district in the area.
- ☐ Other – **Please explain:** _____

Please use space below for additional comments if desired:

Current Mailing Address (or forwarding address):

Street _____

City, State, Zip _____

Employee Signature

Date

Supervisor Signature

Date

Human Resources/Payroll Use Only

- ☐ HR Tech ☐ Payroll ☐ Admin ☐ Benefits
- ☐ HR Specialist ☐ Sub. Coord. ☐ Original to File
- ☐ Board DT _____ ☐ Letter
- ☐ IFAS Updated ☐ Leave Payoff