

# FARMERSVILLE UNIFIED SCHOOL DISTRICT

Division of Personnel

## NOTIFICATION OF RESIGNATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

S.S. # \_\_\_\_\_ Job Site \_\_\_\_\_

Classified Employee      Classification \_\_\_\_\_  
 Certificated Employee      Grade/Subject \_\_\_\_\_

This is to inform you of my resignation effective \_\_\_\_\_  
(LAST DAY ON THE JOB)

For the following reasons \_\_\_\_\_

I am resigning or       I am retiring      Under the following plan \_\_\_\_\_  
 PERS       STRS       NEITHER

FORWARDING ADDRESS \_\_\_\_\_

**IMPORTANT FOR MAILING BALANCE OF SALARY DUE AND W-E FORMS**

Employee's Signature \_\_\_\_\_

Home Address \_\_\_\_\_

*Street*

*City*

*State*

*Zip Code*

Approved by:  
Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

In regard to prospective employers reference requests, I consent to the release of information from my personnel file, such as evaluations and discipline records.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_