



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES CENTER
NOTIFICATION OF RESIGNATION**

In order for your request to be processed, this form must be submitted to the Human Resources Center after your site administrator, and if appropriate, program administrator, have signed.

Certificated

Classified

_____ Date

Name

Position

Social Security Number

Grade/Subject Area (Certificated only)

Program/Site

Phone number where you can be contacted

I hereby tender my resignation. My last day at work is _____

My last day in paid status is _____

Please indicate reason below.

- | | |
|--|---|
| <input type="checkbox"/> Accepting a new job | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Assigned duties | <input type="checkbox"/> Seeking a new job |
| <input type="checkbox"/> Continuing education | <input type="checkbox"/> Starting own business |
| <input type="checkbox"/> Employee relationships | <input type="checkbox"/> Supervisor conflict |
| <input type="checkbox"/> Illness/injury | <input type="checkbox"/> Transportation problems |
| <input type="checkbox"/> Involuntary (Please specify reason below) | <input type="checkbox"/> Unresolved conflict |
| <input type="checkbox"/> Level of responsibility | <input type="checkbox"/> Working conditions |
| <input type="checkbox"/> Minimal opportunity/advancement | <input type="checkbox"/> Working hours |
| <input type="checkbox"/> Relocating | <input type="checkbox"/> Decline to state reason |
| <input type="checkbox"/> Retiring | <input type="checkbox"/> Other (Please specify below) |

Comments: _____

Please check if you participate in the Flex Spending/Section 125 Program.

Please check if you would like to speak with a Human Resources representative for an exit interview.

Employee's Signature

Date

Site Administrator

Date

Program Administrator

Date

Human Resources use only: Retiring employee meets criteria for health and welfare benefits.
Yes No _____
Initials

ACKNOWLEDGEMENT

Assistant Superintendent - Human Resources

Date Approved by Board

Distribution: Human Resources, Payroll, Employee, Program and/or Site Administrator