

Employee Resignation / Retirement Form

Your cooperation in sharing the information requested below will assist the district office in your retirement planning, federal reports, such as W2s, and filling the vacancy your retirement will leave.

We appreciate your cooperation in completing this form and forwarding it to the District Office two weeks or more prior to your resignation or retirement date.

Yes or No: I have informed my supervisor of my resignation or retirement. _____

My supervisor is: _____

If Yes, what date did you inform your supervisor? _____

Yes or No: Do you work as a special programs' teacher or paraeducator? _____

If yes, did you inform the Special Programs Director? _____

I _____ am _____ resigning or _____ retiring

from my position as _____ in the _____

school. My last day of employment in the Cle Elum-Roslyn School District will be

_____. My reason for resignation is _____

Mailing address **after contract ends**: _____

Email address **after contract ends**: _____

Phone number **after contract ends**: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Received in the District Office on _____ by _____