



# Submission of Resignation

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

Assignment: \_\_\_\_\_ Location: \_\_\_\_\_

- My resignation from Woodland Public Schools is for the following reason(s):
  - Health
  - Leaving Area
  - Family Responsibilities
  - Further Education
  - Other \_\_\_\_\_
  - Retirement (if this is selected check one box below)
    - I will immediately receive a monthly benefit from TRS, PERS, SERS at the time of my resignation.
    - I will be eligible to receive a monthly benefit from TRS, PERS, SERS at the time of my resignation, however, I am opting to defer receiving my monthly benefit until \_\_\_\_\_.

(Date if known)

My last active day of work will be: \_\_\_\_\_

My resignation or retirement day will be: \_\_\_\_\_

I understand that acceptance of my resignation by the Board of Directors constitutes severance of all contract relations with Woodland Public Schools upon the effective date of my resignation.

Employee Signature	Date
Current Mailing Address	Forwarding Mailing Address
City <span style="margin-left: 150px;">State</span> <span style="margin-left: 100px;">Zip</span>	City <span style="margin-left: 150px;">State</span> <span style="margin-left: 100px;">Zip</span>
Personal Email Address	

Supervisor Signature: \_\_\_\_\_

### Submit Form to Human Resources

Recommend Approval/Disapproval:	Disposition by Board of Directors:
Human Resources <span style="margin-left: 150px;">Date</span>	Date

Exit Interview