

Jordan School District  
Department of Human Resources  
7387 South Campus view Drive, West Jordan, Utah 84084  
Phone (801) 567-8150 Fax (801) 567-8056

**NOTIFICATION OF RESIGNATION  
CLASSIFIED**

NAME: \_\_\_\_\_ SS# (last 4 digits): xxx - xx - \_\_\_\_\_

SCHOOL: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

*DP318B: Resignation-Classified "Classified personnel shall be required to give two weeks' notice of resignation."*

**REASON FOR RESIGNATION:**

**Retirement** (DP373 District Post-Retirement Benefits- An employee must give notice of intent to retire in writing **at least 30 days before** the effective retirement date to the Human Resources Department to facilitate an appropriate time to hire a replacement for the position being vacated. Failure to do so will result in a **\$500 penalty** and a letter of unprofessional conduct placed in the employee's personnel file.)

Other Job

Relocation

Continuing Education

Other (please explain):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date