

NOTIFICATION of RESIGNATION – Licensed Employees

This form meets the written notice requirement for resignation.

(Please complete, sign, and send the original to Human Resources and a copy to your principal)

School/Department: _____

Social Security Number: XXX-XX-_____

Employee: _____

Last Day Worked: _____

Position: _____

Reason for Resignation:

Leaving Education

Relocating out of district/state

Retirement

Transferring to another Utah district

Other (please explain) _____

Employee Signature (required)

Date of Signature

DP318: Resignations-Licensed, II:, Guidelines C and D

C. When requesting contract termination, licensed personnel must give at least thirty (30) days written notice. Failure to give such notice will result in an assessment of \$500 to be deducted from the last paycheck and may result in attachment of a letter that precludes future employment with the District.

D. Employees resigning during the contract year will be assessed the costs of a long-term substitute for any leave days used during the last thirty (30) days of their employment.

***Please note: A 30 calendar-day notice to Human Resources is required to avoid receiving a \$500 fine. Submit the original to H.R. and a copy to your principal.**

The 30-day notice begins the date this form is received in H.R.