



Los Alamitos Unified School District

## NOTICE OF RETIREMENT / RESIGNATION

**Date:** \_\_\_\_\_

**To:** Joe Fraser  
Assistant Superintendent, Human Resources

Please consider this my notification of \_\_\_\_\_ retirement or \_\_\_\_\_ resignation from the position of

\_\_\_\_\_

effective \_\_\_\_\_.

My last day of work was/will be \_\_\_\_\_.

If applicable:

I would like to continue as a substitute employee      Yes      No

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Email \_\_\_\_\_

Forwarding Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_