



Letter of Resignation

HR Office Use Only	
____ Employee	____ Principal
____ Director	____ Payroll
____ Technology	____ Benefits
____ BT Coordinator	
____ Personnel File	

Employee Completes:

Name: _____ Last 4 digits of SS# _____

Site: _____ Present Position _____

I hereby tender my resignation in the Davie County School System to take effect at the close of the day on _____

My reason for resigning – (check one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Teach in NC Charter School | <input type="checkbox"/> Position ended |
| <input type="checkbox"/> Family Obligations | <input type="checkbox"/> Teach in Private School | <input type="checkbox"/> Continuing Education |
| <input type="checkbox"/> Health Reasons | <input type="checkbox"/> To teach in another state | <input type="checkbox"/> Personal Reasons |
| <input type="checkbox"/> Dissatisfied with job | <input type="checkbox"/> Did not Obtain/Maintain Teaching License | <input type="checkbox"/> Changing Profession |

Transferring to another NC school system – (Name of System) _____

Other _____

Additional comments:

Do you have Flex Spending? ___ Yes ___ No. If yes, you will need to contact Crystal Shoffner ext. 1011 regarding your account.

If address will be changing please list new address here, otherwise tax forms will be mailed to current address on file.

New address: _____

I understand that my final paycheck will be in the form of a paper check and NOT on direct deposit.

Employee's Signature _____ Date _____

Please present this form to the principal or site supervisor to whom you are assigned.

Principal/Site Supervisor Completes:

I acknowledge this resignation with the understanding that his/her last day on the payroll will be _____

30 calendar days' notice for certified employee

60 calendar days' notice for administration

Supervisor's Signature _____ Date _____

Fax this form to the Human Resources Office, Cherry Street. Fax#: 336-751-9013

For Human Resources Office Use _____ Last day on payroll _____

HR Specialist _____ Date _____

Assistant Supt HR _____ Date _____