



## Official Notification of Resignation

Name: \_\_\_\_\_  
 School/Department: \_\_\_\_\_  
 Position: \_\_\_\_\_ Subject (if applicable): \_\_\_\_\_ Grade (if applicable): \_\_\_\_\_  
 Forwarding Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

In addition, please submit an Exit Interview by visiting [GCPS Exit Interview](#).

<p><b>Resignation Details: (Completion required)</b></p> <p>I hereby resign my position with Granville County Public Schools effective at the end of the day on _____.</p> <p style="text-align: center;"><b><u>Expected/Required Notice:</u></b></p> <p><b>Classified Positions:</b> At least fourteen (14) calendar days notice is expected. Less notice will be included as part of the personnel record of the employee and may influence future district employment.</p> <p><b>Licensed Positions:</b> State law stipulates at least thirty (30) calendar days' notice. License Revocation is allowable when acceptable notice is not given. <b>Please note:</b> Administrators are required to give a sixty (60) calendar day notice. <i>G.S. 115C-325(o)</i></p>			
<p>1. Do you currently serve in an extra duty position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Did you receive a retention bonus for the 2021-22 School Year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you wish to become a substitute? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p><b>Annual Leave Days:</b>          Employees who separate employment from Granville who have accrued annual leave will be paid in a lump sum for any remaining annual leave days, maximum of 30 days or 240 hours.</p> <p><input type="checkbox"/> I request that my annual days to be transferred to _____ (Name of NC School System/ NC State Agency).</p> <p><b>* Please submit a request with your new employer for balances to be transferred from GCPS.</b></p>			
<p><b>Resignation (check one):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> To teach in a NC Private School  <input type="checkbox"/> To teach in another NC system  <input type="checkbox"/> To teach in a NC Charter Schools  <input type="checkbox"/> Moved to a non-teaching position in another school system  <input type="checkbox"/> To teach in another state  <input type="checkbox"/> To continue education/ Take a sabbatical  <input type="checkbox"/> Because of health/disability  <input type="checkbox"/> Re-employed retiree resigning  <input type="checkbox"/> Moving due to military orders  <input type="checkbox"/> Dismissal  <input type="checkbox"/> Family Relocation           </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Family responsibility/child care  <input type="checkbox"/> Did not obtain or maintain license  <input type="checkbox"/> Dissatisfied with teaching  <input type="checkbox"/> Career change  <input type="checkbox"/> End of Visiting International Faculty Term  <input type="checkbox"/> End of Teach For America (TFA)Term  <input type="checkbox"/> Resigned in lieu of dismissal  <input type="checkbox"/> Reduction in Force  <input type="checkbox"/> Probationary contract ended  <input type="checkbox"/> Interim contract ended – Not rehired  <input type="checkbox"/> Other reason(s) – Please Specify: _____           </td> </tr> </table>		<input type="checkbox"/> To teach in a NC Private School <input type="checkbox"/> To teach in another NC system <input type="checkbox"/> To teach in a NC Charter Schools <input type="checkbox"/> Moved to a non-teaching position in another school system <input type="checkbox"/> To teach in another state <input type="checkbox"/> To continue education/ Take a sabbatical <input type="checkbox"/> Because of health/disability <input type="checkbox"/> Re-employed retiree resigning <input type="checkbox"/> Moving due to military orders <input type="checkbox"/> Dismissal <input type="checkbox"/> Family Relocation	<input type="checkbox"/> Family responsibility/child care <input type="checkbox"/> Did not obtain or maintain license <input type="checkbox"/> Dissatisfied with teaching <input type="checkbox"/> Career change <input type="checkbox"/> End of Visiting International Faculty Term <input type="checkbox"/> End of Teach For America (TFA)Term <input type="checkbox"/> Resigned in lieu of dismissal <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Probationary contract ended <input type="checkbox"/> Interim contract ended – Not rehired <input type="checkbox"/> Other reason(s) – Please Specify: _____
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<p><b>Reason (check one):</b></p> <p><input type="checkbox"/> Retired with full benefits <span style="margin-left: 200px;"><input type="checkbox"/> Retired with reduced benefits</span></p>			
<p>I have no claims or grounds for any claims against my employer based upon my time of employment with Granville County Public Schools. I am submitting this resignation of my own free will.</p>			

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

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

\_\_\_\_\_  
**Supervising Administrator's Signature**

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

<p><i>Human Resources Department Use Only</i></p>	
<p><b>Received:</b> _____</p>	<p><b>Date:</b> _____</p>
<p><b>HR Position No.</b> _____</p>	