

CLEVELAND ISD

RESIGNATION OR RETIREMENT

NOTICE OF RESIGNATION OR RETIREMENT

DATE

TO

FROM

CAMPUS OR DEPARTMENT

POSITION

RE Resignation or Retirement notice effective end of day:

This letter shall serve as official notice that I am requesting that the Board of Trustees of the Cleveland Independent School District approve my resignation or retirement. **Exempt Employees:** this resignation or retirement notice must be submitted and filed no later than the 45th day before the first day of instruction for the following school year, and must be effective after the last day of the current school year and prior to the 45th day before the first day of instruction for the following school year, otherwise a Request to be Released from Contract form must be submitted. **Non-Exempt Employees** may submit a resignation or retirement notice at any time.

REASON FOR RESIGNATION OR RETIREMENT

Other Employment Remain at Home Change of Career

Relocation from Area (specify below) Another District (specify below) Other

Retirement: TRS Effective Date:

OPTIONAL

Use the optional space below to provide additional details.

END OF YEAR RESIGNATIONS / RETIREMENTS

Employees resigning at the end of their contract may elect to have their benefits terminated on the last day of the month in which they are resign/retire, or they may elect to extend their benefits through the end of August. Once selected, the employee may not change the election.

Please terminate my benefits on the last day of the month in which my resignation or retirement is effective.

Please terminate my benefits on the last day of August. I understand the premiums associated with these benefits will be deducted from my check(s).

My signature below indicates that I understand that my decision to resign or retire is irrevocable and may not be retracted once submitted. I understand that all my benefits will terminate on the last day of the month in which I resign or Retire from Cleveland ISD, or I can elect to continue my benefits until the end of August (summer resignation / retirement). It is my responsibility to convert any benefits I wish to continue either directly with the vendor or through COBRA. It is also my responsibility to return all district property immediately upon notification of release.

Signature

Date

Cleveland ISD ID#