

## **RESIGNATION OF SUPPORT STAFF**

*Code* **GDQB** *Issued* **3/13**

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**Purpose:** To establish the basic structure for resignation of support staff members.

A support staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent. The staff member is requested to submit this letter two weeks before the desired termination date.

Adopted 2/2/98; Revised 9/13/04; Issued 3/4/13