



# Boyd County Public Schools Letter of Resignation/Retirement

Complete and fax to: 929-9504

Boyd County Public Schools  
Superintendent  
1104 Bob McCullough Drive  
Ashland, KY 41102

Dear Superintendent:

Please accept this as my:

Resignation     Retirement from Boyd County Public Schools.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Effective Date: **(last work day):** \_\_\_\_\_

Print Name: \_\_\_\_\_ Emp#: \_\_\_\_\_

SS#: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_

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

I have been advised that I must surrender my Boyd County ID Badge after my final shift/day with Boyd County Schools.

Copy: Personnel File

Revised:3/7/2023

Office Use Only	Approve ____ Do Not Approve ____
Date Received: _____	_____ Superintendent Signature
	_____ Date