



The Office of Human Resources

Resignation / Retirement

This form is provided for certificated employees submitting a voluntary resignation to terminate employment.

To: The Superintendent and Board of Trustees
Pleasant Valley School District

I hereby submit my voluntary resignation retirement from my position as:

Title of Position Location Grade and/or Subject

This resignation is unconditional, effective, and irrevocable upon receipt by the undersigned Superintendent's designee as "approved." I understand it is my responsibility to turn in my keys, phone, Identification, equipment, etc., to my site administrator.

My last day of work will be at the close of the school or business day on _____ (Check

if applicable) I have contacted STRS/PERS or the PVSD Benefits Specialist regarding my retirement.

I would like to request an exit interview with Human Resources.

I am terminating my employment for the following reason(s):

Additional Comments:

Employee Signature

Employee Name (Please Print)

Mailing Address City State Zip

Superintendent / Superintendent Designee Signature of Acceptance

Superintendent / Superintendent Designee Title / Position

For Office Use Only			
Acceptance Date		Location	
Agenda Date		Position	