

Board of Education
Hacienda La Puente
Unified School District
City of Industry, CA 91716-0002

Dear Administrator/Supervisor/Human Resources,

I hereby inform you of my desire to resign from the Hacienda La Puente Unified School District.
My current position is at

(Site/Location/Office)

as a(n) _____
(Job Title/Grade Level/Subject)

My resignation (last day of paid service) is to be effective at the end of the working day on _____.

I am retiring.
I am resigning.

Signature

Reason for resigning:

Date

Print Name

Employee ID#

I am aware of this resignation.

Signature (Principal/Supervisor)

School/Location

Position

Date

DO NOT WRITE BELOW THIS LINE

Received _____
Date

By _____

Form # 1810 (Rev. 05/2020)



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT

15959 E. GALE AVENUE • CITY OF INDUSTRY • CA 91716 • (626) 933 – 3837

Employee Exit Interview

(Please return completed Exit Interview Form to Human Resources)

Employee Name (Optional)	Forwarding Address (Optional)		Classification / Assignment	
Years in the District	Employment Date		Last Day Worked	
Work Site(s)	Title(s)	Supervisor(s)	Location(s)	Total Time

Hacienda La Puente Unified School District would like to thank you in advance for providing feedback about your experience working in our school district. Your input will be used to help us provide the best possible working conditions in HLPUSD. This form is confidential.

1. In your opinion, what were the most positive aspects of your employment with HLPUSD?

2. What would you list as the greatest strengths of our school district?

3. If you are transitioning to another school district, what does that district offer that attracted you?

4. What is your reason for leaving?

5. Do you have any additional comments you would like to share or suggestions for improving the educational or working environment at HLPUSD?

Vision Statement:

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.