

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(REGULATION)

**General  
Requirements**

All resignations shall be submitted in writing to the Superintendent, associate superintendent of administration and talent, executive director of talent, or other person designated by Board action in accordance with this policy. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

An employee's last workday/resignation date is the last day that the employee is physically at work with the exception of approved leave-related situations.