



Montgomery County  
Public Schools

**RESIGNATION/RETIREMENTFORM**

I, \_\_\_\_\_, am submitting this form to serve as notification  
of (Full First Name, Middle Name, Last Name, Suffix)

my resignation/retirement as a \_\_\_\_\_ at  
\_\_\_\_\_ (circle one) (Position) (School or Department)

with the effective date of \_\_\_\_\_.  
(Date of last day of work)

This request is for the following reason(s). Check all that apply:

Other employment outside MCPS (check all apply):

Employment with better benefits

Employment with a higher salary

Accepted a position in another Virginia public school division

Accepted a position in a public school division out-of-state

Accepted employment outside of the field of education

Accepted another position within MCPS

List new position \_\_\_\_\_

Family/personal considerations (health, caring for others)

Family or personal relocation

Dissatisfaction with current position, school, and/or school division

List reason(s) \_\_\_\_\_

Pursuing continuing education

Retirement

(check here if you would like to substitute)

Military service

Other \_\_\_\_\_

\_\_\_\_\_  
(Print full legal name) (Signature) (Date)

We would appreciate if you take the time to complete the Exit Survey below (if unable to link to the exit survey, please paste the link into your web browser to be directed to the exit survey powered by Survey Monkey). The information that you provide in this survey helps us progress as an organization and improve our relationships with our employees by targeting specific areas of concern. This is a voluntary survey. <https://www.surveymonkey.com/r/MCPSExitSurvey>

After completing and signing this form, please submit it to the MCPS Human Resources Department.

