



PLEASANT VALLEY SCHOOL DISTRICT
CLASSIFIED PERSONNEL

SEPARATION NOTICE

Name:
Address:
Phone:
Classification:

This shall serve as official notice of my intent to separate employment from the Pleasant Valley School District. My last day of work: _____

Please check:

VOLUNTARY SEPARATION

- Retirement
- Resignation
 - To accept other work
 - Leaving the area
 - To seek other work
 - To attend school
 - Other: _____

Please check this box if you would like to remain a substitute employee for PVSD.

INVOLUNTARY SEPARATION

- Result of disciplinary action
- Result of layoff
- Other: _____

I hereby certify that the above information is true and correct to the best of my knowledge and that this separation notice is executed of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Signature: _____ Date: _____

Date: _____

Reviewed by Director of Classified Personnel

Copy sent to payroll by: _____ (initials) on _____