

Resignations & Retirement Procedures

1. **Meet in person** with your **immediate supervisor** and/or **Head of School or Principal** and **submit** your **resignation letter** to them.
2. Coordinate with your supervisor on how and what will be communicated to your students, families, and peers. **Please do not send any communication out until that has been done and agreed upon.**
3. Log into the **Employee Service Center (ESC).**

Click on **My Employment Records**

Then: **My Employee Resignation**

Your information will pre-populate for Employee ID#, Name, Address, Ph#

Then you will click on the drop down buttons and complete the information. Please keep in mind that the **last date worked** and the **separation date should be the same date.**

You will then be prompted to attach your resignation letter. Once that is done, you still have to **select** from the **drop down menu** the **type of attachment.**

Then hit **Submit** at the bottom of the page. See example below.

Employee Resignation Notice

Employee ID: 000 [REDACTED]

Last Check Address: [REDACTED] TX [REDACTED] Change Last Check: +

Phone: (512) [REDACTED] Address: +

Proposed Last Date of Work: 02-28-2025 **Proposed Last Date of Work must be a date within the Assignment Start Date and Assignment End Date.**

Separation Type: Resign Separation Date: 02-28-2025

Separation Reason: Accepted Another Job

Attachments

Please attach your resignation letter - this is required to process your separation in the system.

Upload [REDACTED] Drop files here or use the Upload button to attach, u

File Name	Type	Delete
[REDACTED] Resignation letter 1-24-25.pdf	Resignation Letter	[X]

Should you have any issues or questions submitting your resignation, please reach out to: HR@orendaeducation.org for assistance.

Thank you,

HR