

# Resignation / Retirement Form

**This form is for certificated employees submitting a voluntary resignation/retirement to terminate employment (BP 4117.2).** Per CA ED Code sections 44930, 44420, and 44842 failure to notify PVSD of intention to resign before **June 30, 2025** constitutes acceptance of contract for next school year. Late resignations may be subject to CTC notification and suspension of credential.

To: The Superintendent and Board of Trustees, Pleasant Valley School District

I hereby submit my voluntary  Resignation  Retirement from my position as:

Title of Position Location Grade and/or Subject

This resignation is unconditional, effective, and irrevocable upon receipt by the undersigned Superintendent's designee as "approved." I understand it is my responsibility to turn in my keys, phone, Identification, equipment, etc., to my site administrator.

My last day of work will be at the close of the school or on \_\_\_\_\_ (Date if applicable)

I am resigning from PVSD at the end of the **2024-2025** school year.

I am retiring from PVSD at the end of the **2024-2025** school year.

I have contacted STRS or the PVSD Benefits Specialist regarding my retirement.

I would like to request to be placed on the substitute teacher list for PVSD.

I would like to request an exit interview with Human Resources.

I am terminating my employment for the following reason(s): (Optional):

[Empty box for reason(s)]

Additional Comments:

[Empty box for additional comments]

Employee Signature

Employee First and Last Name (Please Print)

Mailing Address City State Zip

Superintendent/Designee Signature of Acceptance

| For Office Use Only |  |          |  |
|---------------------|--|----------|--|
| Acceptance Date     |  | Location |  |
| Agenda Date         |  | Position |  |

