

East Otero School District R-1
301 Raton Ave.
LA JUNTA, CO 81050
(719) 384-6900 Fax (719) 384-6910



Resignation/Retirement Form

I, _____, hereby submit my resignation from
(Print Name)

East Otero School District effective: _____
(Last day expected to work)

I am ___ Resigning ___ Retiring from the following assignments:

_____	_____
(Position)	(Location)
_____	_____
(Position)	(Location)
_____	_____
(Position)	(Location)

For the following reason(s): _____

I will continue employment in the following assignments:

_____	_____
(Position)	(Location)
_____	_____
(Position)	(Location)

Please write your address and phone number in the space below:

I acknowledge that my supervisor is aware of my resignation. I understand my final Check will be direct deposited on the next payroll cycle.

(Employee's Signature) (Date)

(Human Resource Signature)

**Please return completed form to Human Resources:
301 Raton Ave. • La Junta, CO 81050 • email: tmaes@lajunta.k12.co.us**