Dothan City Schools

Resignation – Retirement Letter & Exit Survey

Instructions: This form serves as your resignation/retirement letter and exit survey. Please complete all required items.

Employee Information

Full Name (required):

Position/Title:

School/Department:

Employee ID (if known):

Phone:

Email:

Resignation / Retirement Statement

Please select one: □ Resignation □ Retirement

Write one sentence declaring your intent to resign or retire (example: *"I hereby resign my position with Dothan City Schools effective MM/DD/YYYY."*) **Effective Date Required**

Exit Survey

Your feedback will be shared with the Dothan City Schools Board and Leadership. It will be used to improve retention and support for faculty and staff.

Are you resigning from Dothan City Schools? □ Yes □ No

What has been pleasing about your time working in Dothan City Schools?

Was there anything disappointing about working in Dothan City Schools?

Do you have any final recommendations to offer Dothan City Schools?

Your responses are greatly appreciated. Thank you for your service to Dothan City Schools.

Signatures

Employee Signature:

Date (MM/DD/YYYY):

Supervisor Acknowledgment (optional):

Note: This document consolidates the fields from the online form for offline completion.