

TO: **Hardin County Schools, Department of Human Resources**

SUBJECT: Notification of (select one): **Resignation** **Retirement** **Transfer**

Name (please print): _____

Social Security Number _____ Employee ID #: _____

School/Location: _____

Position/Assignment: _____

Last Date to Work: _____ Effective Date*: _____

* If this is a retirement, the effective date must be the first day of the month.

Personal E-mail for W-2 _____

For Resignations Only:

Reason for Resignation: _____

If you will be employed in another *Kentucky School District* please indicate which district to ensure continuation of insurance benefits: _____

Signature* of Employee Date Signed

(*Form must bear original signature if not completed and submitted electronically.)

Resignation/Retirement Accepted By/Date: _____

Return this notification to the Human Resources Office OR

Certified Employee: ELECTRONIC NOTIFICATIONS must be returned via email to:
lisa.stevenson@hardin.kyschools.us

Classified Employee: ELECTRONIC NOTIFICATIONS must be returned via email to:
stephanie.partlo@hardin.kyschools.us

Coaches: ELECTRONIC NOTIFICATIONS must be returned via email to:
chandler.windham@hardin.kyschools.us