



**EMPLOYEE'S RESIGNATION/RETIREMENT**

Name: \_\_\_\_\_

Byte #: \_\_\_\_\_

Location(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

Date Filed: \_\_\_\_\_

**TO THE HUMAN RESOURCES DEPARTMENT**

For the reason or reasons indicated below, I herewith submit my resignation/retirement as an employee to the Board of Education of Farmington, and request that it be accepted to become effective on my last day worked or the effective date of resignation/retirement, also indicated below:

- Retirement
- Resignation
- Other \_\_\_\_\_

**Dates of Service as a permanent employee with Farmington Public Schools:**

**Last Day Worked**  
*(as a permanent employee)* \_\_\_\_\_

**Effective Date of Resignation or Retirement**  
*(if different than the last day worked)* \_\_\_\_\_

**For Retirees Only:** Please submit a copy of your ORS Retirement Confirmation Benefit Application Summary form to HR, which indicates the Years of Service

Respectfully,

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of HR Director or Designee**

\_\_\_\_\_  
**Date**