

Asheboro City Schools Resignation/Retirement Form

1126 South Park Street, Asheboro, NC 27203

Phone: 336-625-5104

Fax: 336-625-9238

Name _____ Phone # _____

Address _____

Current Position _____

Note: Submit to Human Resources immediately upon completion and signature. Do not hold/retain. Late submission can result in delays. Resignations become effective once received in the Human Resources Office. You may include a letter of resignation with this form, but it is not required.

I hereby **resign** my position with (school) _____
effective at the end of the day on _____

Retirement Date (if applies) _____

List position(s) resigning or retiring _____

EXPECTED / REQUIRED NOTICE:

Classified Positions: At least fourteen (14) calendar days' notice is requested.

Licensed Positions: State law stipulates at least thirty (30) calendar days' notice. License revocation is allowable when acceptable notice is not given.

REASON FOR RESIGNATION: *Check One*

- | | |
|---|--|
| <input type="checkbox"/> Retirement with Full Benefits | <input type="checkbox"/> Health/Disability |
| <input type="checkbox"/> Retirement with Reduced Benefits | <input type="checkbox"/> Job Satisfaction |
| <input type="checkbox"/> Did not Obtain/Maintain License | <input type="checkbox"/> Career Change |
| <input type="checkbox"/> Family Responsibility/Child Care | <input type="checkbox"/> End of VIF Term |
| <input type="checkbox"/> Family Relocation | <input type="checkbox"/> Moving due to Military Orders |
| <input type="checkbox"/> Non-Teaching Position in Another LEA | <input type="checkbox"/> Interim Contract Ended |
| <input type="checkbox"/> Teach in Another State | <input type="checkbox"/> Continue Education |
| <input type="checkbox"/> Teach in a NC Charter School * | <input type="checkbox"/> Other |
| <input type="checkbox"/> Teach /Work in Another NC Public School System * | |
| <input type="checkbox"/> Teach in Another NC Non-Public/Private School | |

* If you are moving to another NC LEA, your leave balances will transfer to the new district. If you do not acknowledge that you are going to another NC district, your leave balances will be paid out on your final check.

Employee's Signature

Date

Supervisor's Signature

Date

