



Resignation/Retirement Form

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

St. Vrain Valley Schools 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) (ID Number) (Date)

(Human Resources Signature)

**Please return completed form to Human Resources:
395 S. Pratt Pkwy • Longmont, CO 80501 • Fax: 303-682-7366**