

Employee's Notice of Resignation

*This form is to be completed by the resigning employee. The employee must submit the completed **and signed** form to his or her principal, director, or supervisor. The administrator then verifies last day, signs, and forwards the form to HR.*

Employee Name: _____

Date Submitted: _____

Position Title: _____

Work Location: _____

I hereby submit resignation of my employment with the Alamogordo Public School District. **My last working date was or will be (please insert exact date of last day actually worked):**

Reason(s) for resignation:

Teachers:

- Leaving New Mexico to teach in other state
- Leaving to teach in other public or charter school in New Mexico
- Leaving to teach in private school in New Mexico
- Accepting non-teaching job in Alamogordo Public School District
- Leaving the teaching profession for other non-teaching employment
- Military Service
- Relocation – military or other reason
- Retiring
- Other – *please explain:*

Non-Teachers:

- Relocation – military or other reason
- Retiring
- Accepted another job in the Alamogordo Public School District
- Accepted another job outside the District
- Other – *please explain:*

Employee Comments: *(Please attach extra sheet if needed.)*

Employee's forwarding address: _____

Employee's Signature (Required) Date

Forwarding Phone #: _____

Reviewed and last working day verified by:

Principal/Director/Supervisor

Date