

## **RESIGNATIONS**

An employee may choose to resign from service in the District for a wide variety of reasons. Normally, resignations take place at the end of the school year. Certificated employees who resign during the school year may not be released until an appropriate replacement is found. Classified employees are expected to give a minimum of two weeks notice.

The District has a "Resignation Notification Form" that may be used by any employee wishing to resign. The employee may also write a simple letter addressed to the Superintendent, resigning from the District. The letter should include the effective date of the resignation, the reason(s) and the position being resigned from.