



RESIGNATION/RETIREMENT NOTICE

(Classified and Certificated Employees)

TO: HUMAN RESOURCES OFFICE

Employee's Name (Please Print)

Employee ID #

Location

Job Title

My last working day will be:

☐ Resignation

☐ Retirement

(Years of service w/NMUSD)

Please accept my resignation for the following reason(s):

I have been issued the following District property (keys, tools, etc.):

and I understand that these items must be turned in to my Department Head/Site Administrator for clearance before my final paycheck can be released to me. (If no equipment has been issued to you by the district, write the words "**None Issued**" above.)

Signature of Employee

Date

Employee's Street Address

Email Address

City

State

Zip Code

Employee's Phone #

Signature of Department Head/Site Administrator

Date

Equipment Clearance: ☐ Yes or ☐ No

Hold Final Paycheck: ☐

**** HUMAN RESOURCE USE ONLY ****

Chief Human Resources Officer or Designee

Date

Distribution from Human Resources:

HR Technicians

Payroll

Risk Management

Classified Personnel (Classified Employees Only)