



Notification of Resignation (ESP)

School or Department _____ Employee ID _____
 Name of Employee _____ Last Day Worked _____
 Position _____

GDQB: Resignation Support Staff (ESP)

Resignation-ESP "ESP personnel shall be required to give two weeks notice of resignation."

REASON FOR RESIGNATION

- Retirement with URS (GCQE District Post-Retirement Benefits– An employee must give notice of intent to retire in writing **at least 30 days before** the effective retirement date to the Human Resources Department to facilitate an appropriate time to hire a replacement for the position being vacated. Failure to do so will result in a **\$500 penalty** and a letter of unprofessional conduct placed in the employee's personnel file.)
- Other Job
- Relocation
- Continuing Education
- Transferring to another Utah district
- Other (*please explain*)

DISPOSITION OF FINAL WAGES WILL BE BY DIRECT DEPOSIT INTO YOUR FINANCIAL ACCOUNT ON FILE WITH THE DISTRICT.

 Employee Signature _____ Date

To be completed by the principal.

Absences used and not yet reported to Payroll:

Date(s) _____
 Reason _____

 Principal Signature _____ Date