



Notification of Resignation

(Licensed)

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

[District Policy: 400.50 - Resignation](#)

Proper notice of resignation in writing shall be submitted and filed through the Human Resources Department to the superintendent and the Board.

Employees are expected to adhere to the conditions of the contract until it has been terminated legally or by mutual consent.

The employee may be released from the contract, but they "...must give at least forty-five (45) days written notice. Failure to give such notice will result in an assessment of \$750 to be deducted from the last direct deposit and may result in attachment of a letter that precludes future employment with the District."

Employees who resign during the school year will be assessed the fee of \$150 per day for any leave used during the last forty-five (45) days of employment.

REASON FOR RESIGNATION

- ☐ Leaving education
- ☐ Relocating out of district/state
- ☐ Retirement with URS
- ☐ 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