



Notification of Resignation (ESP)

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.

Education Support Professional (ESP) personnel shall be required to give two weeks' notice of resignation.

REASON FOR RESIGNATION

- Retirement with URS (410.15 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
- Relocating
- 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