



Notification of Resignation (Administrator)

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.

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

The administrator may be released from the contract, but they "...must give at least sixty (60) days written notice. Failure to give such notice will result in an assessment of \$1500 to be deducted from the last direct deposit and may result in attachment of a letter that precludes future employment with the District."

Administrators who resign during the school year will be assessed the cost of an administrative long-term substitute (\$300) for any leave used during the last sixty (60) 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