

**LAKE WALES CHARTER SCHOOLS  
EMPLOYEE NOTICE OF RESIGNATION/RETIREMENT**

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee ID#** \_\_\_\_\_

**Position** (First Grade Teacher, Math Teacher, Custodian, etc.): \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Last Day Worked:** \_\_\_\_\_

**Please accept my resignation effective on my last day of work for the following reason.**

- I am pursuing further education.
- I am moving out of the area.
- I am retiring.
- I am going to focus on family responsibilities.
- Health Reasons
- I am leaving the field of education to work in another area.
- I am planning to work for another school district in the area.
- Other – **Please explain:** \_\_\_\_\_

**Please use space below for additional comments if desired:**

\_\_\_\_\_

**Current Mailing Address (or forwarding address):**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Supervisor Signature** **Date**