



NOTICE OF RESIGNATION OR RETIREMENT

Notice of Resignation or Retirement

Thank you for your professional contribution to the Logan City School District. We are sorry to see you leave *T.E.A.M. Logan*, and we wish you well in your new endeavors. We are committed to providing our employees with the best employment experience possible, so we invite your feedback along with your *Notice of Resignation or Retirement*.

Employee Information

Name: _____ Date: _____

School/Location: _____ Position: _____

I am a: Licensed Educator Education Support Professional (ESP) Administrator

Notice of Resignation or Retirement

Notice of Pending **RESIGNATION**. My last work day will be: _____
Month Day Year

Notice of Pending **RETIREMENT**. My last work day will be: _____
Month Day Year

Employee Feedback

- The main reason for my separation from employment with the District is:
 - I am eligible for retirement with the Utah Retirement System or another eligibility criteria.
 - Personal/family circumstances. (Please specify if you would like: _____)
 - I am relocating to another state.
 - I have accepted employment in another Utah school district. (Please indicate district: _____)
 - Other (Please specify: _____)
- How many years have you worked in the Logan City School District? _____
- Please rate your overall experience as an employee in the District.
 - Exceptional Good Fair Poor
- What variables contributed to your positive experience as a District employee? _____

- What recommendations do you have for our improvement as an employer? _____

- Would you recommend Logan District to others? Yes No
 Why or why not? _____

Employee's Signature _____

For HR Use Only	
Date received:	
Letter sent to employee:	
Notice sent to Payroll:	

Resignation Early Declaration Award Eligible?	Y/N	Resignation Deadline Met?	Y/N
• ESP = NA		• ESP (FT/Career) = 10-day notice	
• Lic = Before last working day in January		• Lic = 45-day notice or April 15 for end of contract	
• Adm = Before last working day in January		• Adm = 45 days prior to 1st day of following contract	
Retirement Early Declaration Award Eligible?	Y/N	Retirement Deadline Met?	Y/N
• Everyone = Before last working day in December		• Everyone = Last working day January	