

Millard Public Schools
2019-2020
Resignation Notification Incentive

Who is eligible: *All teachers, school nurses, exempt professional/technical employees, and administrators.*

Requirements: *Declare intentions to resign from the District for any reason effective at the end of the 2019-2020 school year*

Deadline: *On or before **December 6, 2019***

Receive: *Resignation Notification Incentive - \$500.00 (Summer-2020)*

TO WHOM IT MAY CONCERN:

Employee Name: _____

Position: _____ School or Location: _____

Home Address: _____ City/State/Zip: _____

Phone # - () _____

REASON FOR LEAVING – Please check one:

- | | |
|--|--|
| <input type="checkbox"/> Retiring | <input type="checkbox"/> Family responsibilities |
| <input type="checkbox"/> Another job in education (District _____) | <input type="checkbox"/> Additional education |
| <input type="checkbox"/> Another job outside of education | <input type="checkbox"/> Job dissatisfaction and/or working conditions |
| <input type="checkbox"/> Health | <input type="checkbox"/> Other (explain): _____ |

I am resigning voluntarily as an employee of the Millard Public School District effective at the end of the 2019-2020 school year. In order to receive this incentive, I understand that I must fulfill my duties through the end of the school year. I acknowledge that the decision of the Board to accept my resignation is final.

Employee Signature

Date

Supervisor or Principal Acknowledgement:

Supervisor/Principal

Date

Human Resources Department Acknowledgement:

Associate Superintendent of Human Resources

Date