

MILLARD PUBLIC SCHOOLS  
SEPARATION NOTICE

Employee \_\_\_\_\_

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

Position \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

School (s) \_\_\_\_\_

Termination Effective Date \_\_\_\_\_

Please check one: Certificated \_\_\_\_\_ Non-Certificated \_\_\_\_\_

Reason for termination:

\_\_\_\_\_ Resigned (have employee complete Form 1)

\_\_\_\_\_ Retiring (have employee complete Form 1)

\_\_\_\_\_ Discharged

\_\_\_\_\_ Layoff (Reduction in Force)

\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eligible for re-hire: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Date

MILLARD PUBLIC SCHOOLS  
SEPARATION NOTICE

Today's Date: \_\_\_\_\_

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

I, \_\_\_\_\_, am submitting my resignation to Millard Public Schools and my

**Immediate Supervisor** \_\_\_\_\_.

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

Job Title \_\_\_\_\_ Building (s) \_\_\_\_\_

I am submitting my resignation for the following reason(s):

\_\_\_\_ Retiring

\_\_\_\_ Another job in education  
(Please be specific) \_\_\_\_\_

\_\_\_\_ Another job outside of education

\_\_\_\_ Family responsibilities

\_\_\_\_ Additional education

\_\_\_\_ Job dissatisfaction and/or working conditions

\_\_\_\_ Health

\_\_\_\_ Other (explain): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My forwarding address and/or phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Signature** \_\_\_\_\_