

Washington County School District  
**Employee Resignation**

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

Board of Education  
121 W. Tabernacle  
St. George, UT 84770

I hereby submit my resignation as an employee of the Washington County School District. **My last day of work will be** \_\_\_\_\_.

My present assignment is \_\_\_\_\_ at \_\_\_\_\_.  
*Position School/Location*

I have signed this statement for the purpose of notifying the Board of Education that I desire to be released from any and all obligations under the regular employee's contract that was signed by me when I became employed with the Washington County School District. I am resigning for the following reason(s):

- Personal or Family responsibilities
- Pursuit of job opportunity elsewhere, specifically:
  - Better compensation                       Better career potential
  - Better benefit package                       Housing costs
- Retirement
- Relocation
- Accepted position at another school within District (at-will employees only)
- Dissatisfaction with current position (please specify below)
- Other: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

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

***As a reminder and per the terms of the Security I.D. Badge Agreement you were required to sign, please be sure to attach your I.D. badge to this form in order to avoid a \$100.00 fee be withheld from your final paycheck.***

\_\_\_\_\_  
*Signature of Principal or Department Head*

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