



# ***Retirement/Resignation Form***

Dear PYLUSD,

Please accept this notification as my official letter of:

\_\_\_\_\_ Retirement \_\_\_\_\_ Resignation

Effective date of retirement/resignation: \_\_\_\_\_

In addition: \_\_\_\_\_

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

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

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

School Site/Department: \_\_\_\_\_

Certificated: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

Classified: \_\_\_\_\_ Last day of work: \_\_\_\_\_

Management: \_\_\_\_\_

Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT TO HUMAN RESOURCES**