



LETTER OF RESIGNATION/RETIREMENT

INSTRUCTIONS:

All employees resigning or retiring **MUST** complete this form. You may also attach a written letter of resignation if you desire. Please provide this form to your supervisor for processing.

Check One:

- Instructional
 Classified (Non-Instructional)
 Substitute/Temporary
 Administrative (Management)

I, _____, hereby resign from my position of

(Print Name)

_____ with Prince William County Schools.

(Position)

(School/Department)

My resignation/retirement is effective on _____ (last working day).

(Month/Day/Year)

Reason (please check one)

- Further Education
 Medical/ Illness
 Other Employment
 Personal
 Moving/ Spousal Transfer
 Retirement Only indicate "retirement" if you are VRS eligible:
 You are 55 or older with 5 yrs VRS or 50 or older with 10 yrs VRS.
Retirees should call Benefits at 703.791.8568.

Comments:

I will print the exit packet found on the PWCS HR website:
(Current Employee Information/Exit Information)

I would like a copy of the exit packet sent to my
home address indicated below.

Please call 703.791.8081 if you would like to schedule an exit interview with a DHR representative.

(Employee's Signature)

(Home Phone Number)

(Last 4 Digits of Social Security Number/or Badge ID #)

(Cell Phone Number)

(Current Address)

(Home E-mail Address)

(City, State, Zip)

(Date)

SUPERVISOR - Sign below and forward the original form to the Department of Human Resources via courier.

(Supervisor Signature)

(Phone #)

(Date)