



Written Resignation Form

I, _____ hereby resign my position as, _____.
My last working day will be _____ . My resignation is due to the following:

- Accepted new position at Taft College
- Accepted new position at another company
- Retirement
- Personal Reasons
- Other: _____

I understand that my resignation is irrevocable.

Employee Signature: _____
Employee Printed Name: _____
Date: _____

Resignation Accepted:

Vice President of Human Resources

Date

Superintendent/President

Date