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SEPARATION NOTICE

I, \_\_\_\_\_, hereby  resign /  retire my position as  
(Name)

\_\_\_\_\_ at \_\_\_\_\_  
(Job Assignment) (School/Department)

My last day will be \_\_\_\_\_, 20\_\_\_\_\_.

*\*Employees who resign must wait one (1) calendar year from the resignation date before they are eligible for rehire, unless otherwise approved by the Director of Schools or a Deputy Director.*

**REASON FOR LEAVING:**

- Pursue another profession/Job change
- Relocation
  - Spouse's employment
  - Closer to family/home
- Attend/Return to school
- Retirement

- Accepted teaching position in:
  - Rutherford County
  - Williamson County
  - Metro/Nashville
  - Other \_\_\_\_\_

- Home/Family needs
  - Care for child(ren)
  - Care for spouse/parent/other family
  - Poor health/Physical disability

- Dissatisfied with Job
  - Salary/Pay rate
  - Benefits
  - Location/Travel difficulties
  - Administrator/Co-worker
  - Other \_\_\_\_\_

Other (Please explain)

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

**E-MAIL:**

Your wcschools e-mail address will be disabled at the end of business on your last day noted above. In order for you to receive your final paystub, please provide an alternate e-mail address to which your stub will be delivered: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date