

# NOTICE OF INTENT TO RETIRE/RESIGN

To aid in planning and to ensure proper preparations are made for filling vacancies that may occur at or before the beginning of the next school year, we request that any employee who in good faith intends to resign from their position submit this form to the Office of Human Resources at [HumanResources@cr.k12.ia.us](mailto:HumanResources@cr.k12.ia.us) before or on February 1, 2019 per board policy.

## Employee Information

Name:

Preferred Phone Number:

Preferred email:

Time clock #:

## Intent

I intend to (check one)

- Retire
- Resign

NOTE – If you are age 55 and have a minimum of 5 years of continuous service, you may be eligible for certain benefits under the Voluntary Retirement Incentive Program. Contact the Benefits Department at 558-CRHR (2747), option 2 about any benefit for which you may be eligible.

Building:

Date of resignation:

Reason for resignation:

## Employee signature

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Signature

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Date

**For office use only:**

Date Received ----- Source -----