

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@crschools.us before or on February 1, 2020 per board policy.

Employee Information

Name:
Preferred Phone Number:
Preferred email:
Time clock #:
Building / Location:
Workgroup / Position:

Intent

I intend to (check one)

- Retire
- Resign

NOTE – If you were hired prior to 7/1/2019*, are at least 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. *Employees hired or rehired on or after 7/1/2019 and are at least age 55, must work at least 20 years in order to be eligible for a benefit under the Voluntary Retirement Incentive Program.

Building:
Date of resignation:
Reason for resignation:

Employee signature

Signature

Date

For office use only:
Date Received ----- Source -----