

# Halstead- Bentley Schools USD 440

## EMPLOYEE RESIGNATION FORM

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Please Print

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Resignation Effective: \_\_\_\_\_ (last day)

Reason (optional):

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

*I certify that this resignation is executed by me voluntarily and of my own free will.*

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

\_\_\_\_\_  
Date