



Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

Chino Valley Unified School District
13461 Ramona Ave., Chino, CA 91710
PHONE: 909-628-1201 FAX: 909-548-6091

NOTICE OF RESIGNATION/RETIREMENT

RESIGNATION RETIREMENT

CLASSIFIED
 CERTIFICATED

To: The Board of Education

I, _____ wish to resign/retire my employment in the
Chino Valley Unified School District as a(n) _____
(Job title)

My work location is: _____

I am aware that it is my responsibility to return all District issued property (eg: technology equipment (laptop), keys, badge, uniform, etc.) to the school/department office, no later than my last day of work. An itemized list must be signed by the School / Department Secretary or Administrator.

CLASSIFIED – My last day of work will be: _____

CERTIFICATED – I am requesting my last day of work to be: _____

The reason I am resigning is: _____

If retiring, my retirement date is _____ (MUST be different/after than your last day of work).

Signature: _____ Date: _____

Human Resources Office Use Only:

Years of Service: _____

Board Approval Date: _____

ERIP participation: YES NO

Admin Approved Last Date of Work: _____

Administrator's Signature

Date