

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

CERTIFICATED PERSONNEL RESIGNATION FORM

INSTRUCTIONS

1. This form is to be filled out by all persons resigning from positions with the Huntington Beach Union High School District and forwarded to the Human Resources – Certificated Personnel Office.
2. If you plan to apply for a monthly retirement allowance or if you wish a refund of your retirement contributions from the State Teachers' Retirement System, please communicate with the State Teachers' Retirement Office directly or through the Orange County Department of Education for instructions.
3. June 30 is the last day for submitting resignations.

RESIGNATION

1. I have read the statements above and hereby resign from all positions and assignments now held by me as an employee of the Huntington Beach Union High School District.

Position School or Department

2. My reason for resignation is: _____

3. This resignation is to be effective at the close of work on _____
Month / Day / Year

(The California Education Code reserves to the Board of Trustees the right to make resignations effective at any date during the school year which is on or after the date requested by the employee.) (13401 and 13654)

4. _____
Name (print or type) Date

Current Street Address City/Zip Telephone

Forwarding Address, if known City/Zip Telephone

5. PLEASE SIGN HERE Signature _____