

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
HUMAN RESOURCES  
1960 LANDINGS BOULEVARD, SARASOTA, FLORIDA 34231  
PHONE (941) 927-9000 FAX (941) 927-4087

**RESIGNATION**

**Instructions:** Print or type and send completed, signed form to Human Resources.

I, \_\_\_\_\_ resign from my position as \_\_\_\_\_  
Employee Name Position

effective at the end of the day on \_\_\_\_\_, for the following reason (select one):  
Resignation Date

- Personal
- Moving away from the area
- Taking a job in education in Florida
- Taking a job in education outside Florida
- Taking a job in Sarasota County Schools in a different bargaining unit position
- Other, explain \_\_\_\_\_

My last day of work was/will be (if different from resignation date) \_\_\_\_\_  
Date

School/Department \_\_\_\_\_

Employee ID No. (A#) \_\_\_\_\_

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

Note: School Board Policy 6.52 - All resignations shall be processed through the Human Resources office. The School Board hereby delegates to the Superintendent the authority to accept or reject resignations on the School Board's behalf. All resignations shall be irrevocable by the individual resigning once tendered unless the Superintendent otherwise consents in writing. The resignation shall be submitted to the School Board at a regular or special meeting.

**HR Use Only**

Resignation Date \_\_\_\_\_ Board Date \_\_\_\_\_

Distribution: Original—Human Resources Personnel File Copy—Payroll