

VANCE COUNTY SCHOOLS
Official Resignation/Retirement Notification

*Licensed employees must give a minimum 30 calendar days notice to begin the 1st day your administrator receives this notification. Failure to give notice may result in license revocation as outlined in G.S. 115C-325(o). Non-licensed staff should give at least 14 calendar day notice prior to resigning from the school system.

I, _____, hereby tender my official resignation effective _____ from my employment with Vance County Schools as _____ at _____ (Position Assignment) (School Location/Department)

Reason for Resignation (Check All That Apply)

Table with 2 columns and 10 rows listing reasons for resignation such as 'To teach in another NC school system', 'To continue education/Take a sabbatical', and 'Retirement (Check One)'.

TRANSFERRING to NC LEA or STATE AGENCY

I will be employed with another NC School System or State Agency and wish to have my leave and other relevant information transferred to: _____ (NC School System or State Agency)

(You must submit the required forms from the other NC LEA or state agency to Human Resources for completion).

CHANGE OF ADDRESS

If relocating, please give your forwarding home address: _____

COBRA INSURANCE PLANS

If you currently have health, dental and/or vision insurance, you can continue coverage through a COBRA plan at your expense. You will be contacted by your insurance carrier with further information.

Employee Signature _____ Date _____

Employee Address _____

Supervisor's/Administrator's Signature _____ Date _____

Return form to the Human Resources: Fax: (252-430-7710) or Mail: 1724 Graham Avenue, Henderson, NC 27536

Chief Human Resource Officer