

**Nye County School District**

**Notice of Resignation/Retirement**

It is the exiting employee's responsibility to return this completed original form to Human Resources.

Please visit <https://goo.gl/forms/COxPZeQ1MQHxCWJh2> to complete an exit survey.

<b>Section I: Completed by Employee</b>			
Last 4 of SSN XXX-XX-	Last Name	First Name	MI
School or department		Position Title	
Assignment/grade/subject		Last working day	
Reason for resignation			
Further education	Other employment NCS	Job dissatisfaction	
Job completed	Other outside employment	(contact HR for exit	
Military move	Personal	interview)	
Moving from area	Retiring with PERS	Other:	
Forwarding address			
Employee signature		Printed name	Date
<b>Section II: Completed By Supervisor</b>			
Verbal resignation		Job Completed	Eligible for rehire
Other		Refer to Contract Administration for eligibility review	
Supervisor signature		Printed name	Date
<b>Section III: Completed by Human Resources</b>			
Certified resignation after July 1		Other NCS employment	
Dismissal		Resignation in lieu of termination	
Job abandonment		Supervisor notified via e-mail	
Layoff		Unauthorized absence	
Long-term inactive pay		Unsatisfactory performane	
Not retained		Unsuccessful probation	
Other			
Eligible for rehire		ID(s) _____	
Ineligible for rehire		Term code _____	
Ineligibility code _____		Effective date _____	
HR Signature		Printed name	Date
Comments (HR use only)			
Processed by			Date