



SEPARATION NOTIFICATION

I, _____, have decided to end my employment with the
(Full Name)
Currituck County Schools effective at the end of day: _____
(Last Date of Employment)

Reason for Resignation: (Please check one):

Teach in Another NC District

Teach in a Private School

Teach in Another State

Health (Personal or Family)

Teach in a Charter School

Accept a Non-Teaching Position in Education

Career Change

Job Dissatisfaction

Relocation

To Attend School

Retirement*

Other _____
(Please Specify)

*Unable to work/volunteer for 6 months
in any NC School System

I understand it is my responsibility to contact Payroll and Benefits regarding insurance coverage options and Annual/Sick Leave balances (if applicable) _____ (Please initial)

Forwarding Address (Must Complete In order to Receive W-2):

(Street) (City) (State) (Zip Code)

I affirm that I choose to resign of my own free will and have not been coerced or forced to resign. I agree that my employer has made no representations to me in reference to my resignation, including but not limited to any representations regarding the effect of my resignation on any pending or future investigation. I understand that I had the ability to consult an attorney at my own cost and expense before signing this resignation.

Sincerely,

(Employee Signature)

(Date)

(Supervisor's Signature)

(Date)