



**OFFICIAL AND IRREVOCABLE NOTICE OF RESIGNATION**

From: \_\_\_\_\_ (Employee)  
To: \_\_\_\_\_ (Site Administrator, Department Lead)  
Cc: Superintendent, Chief Business Official, Personnel File (HR)  
Date: \_\_\_\_\_

**This letter is to serve as my official, irrevocable resignation from the Larkspur-Corte Madera School District.**

Hours per week resigned: \_\_\_\_\_  
Position(s): \_\_\_\_\_  
Site(s): \_\_\_\_\_  
Last day of work: \_\_\_\_\_  
Effective date\*: \_\_\_\_\_

\*Effective date will be the calendar day after the last day that you work. Exceptions: If you are on leave, or your last day of work is the last day of school, please make your effective date June 30th.

Comments:

**Employee Signature:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_  
(Superintendent or Designee)

Resignation is official and irrevocable upon receipt of both signatures.

**Employee Exit checklist**

- Return Keys.
- Return Technology.
- Work Email will be suspended on effective date of resignation. Contact IT if you need assistance.
- Verify address and email on file with Payroll and confirm final pay arrangements.