

# HAMBLLEN COUNTY SCHOOLS

**Certified Staff**  
 **Support Staff**

**NOTICE OF INTENT TO:**  
 **Retire**  
 **Resign**

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

EFFECTIVE DATE OF RETIREMENT/RESIGNATION \* \_\_\_\_\_  
(your last working day)

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ City State Zip

FORWARDING ADDRESS \_\_\_\_\_  
(if applicable)

\_\_\_\_\_ City State Zip

(Note: Employee is reminded to keep the Personnel Office informed of current address for the mailing of W-2, etc.)

REASON FOR RESIGNATION (please check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> To work for another school district | <input type="checkbox"/> Career Change        |
| <input type="checkbox"/> To return to school                 | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Salary advancement                  | <input type="checkbox"/> Health Issues        |
| <input type="checkbox"/> Relocation                          | <input type="checkbox"/> Retirement           |
| <input type="checkbox"/> Other (please describe) _____       |   |

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Received by Superintendent

\_\_\_\_\_  
Signature Superintendent of Schools

**Certified Staff:**

**\*Hamblen County Schools board policy 5.200, TCA 49-5-508, TCA 49-5-706, TCA 49-5-411:**

Certified employees shall give the director of schools notice of resignation at least 30 days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The director of schools may waive the 30-day notice requirement and permit a teacher to resign in good standing.

**Support Staff:**

**\*Hamblen County Schools board policy 5.202:**

Support staff shall give written notice at least 10 working days in advance of the effective date of resignation. The director of schools may waive the 10 working days requirement for justifiable reason. The payroll office shall prepare final payment for the next appropriate scheduled payday.

**Submit to superintendent's office.**  
Form 70