

Franklin County Schools
215 South College Street
Winchester, TN 37398

RESIGNATION FORM

To be completed by the employee, and forwarded to Human Resources for processing.

_____		XXX-XX- _____
Name (Print)		Last four digits of social security number
_____		_____
Position (s) * Please note all positions*		School/Location(s)/Department

Subject, if applicable		
_____		_____
Employee Signature		Date

My reason for resigning is:

- Relocating out of the area
- Staying home with children
- Personal or family illness
- Pursuing an advanced degree
- Spouse/significant other transferring out of the area
- Marriage
- Personal reasons
- Transitioning into a different career
- Accepting a position with following school system: _____
- Resigning until eligible for full retirement (TCRS)
- Other (please explain) _____

I would like the opportunity to be considered for employment again in the future:

Yes No

New Address (if applicable):

Effective Date: _____

