

**Millard Public Schools
2024-2025
Resignation Notification Incentive**

Who is eligible: All teachers, school nurses, exempt professional/technical employees, and administrators.

Requirements: Declare intentions to resign from the District for any reason effective at the end of the 2024-2025 school year.

Deadline: **On or before Friday, November 15, 2024**

Receive: Resignation Notification Incentive - \$500.00 (Paid Summer-2025)

TO WHOM IT MAY CONCERN:

Employee Full Name			
Position		School Location	
Home Address		City/State/Zip	
Phone	()	Phone (Other)	()

REASON FOR LEAVING - Please check one:

<input type="checkbox"/>	Retiring	<input type="checkbox"/>	Family Responsibilities
<input type="checkbox"/>	Another Job in Education (District _____)	<input type="checkbox"/>	Additional Education
<input type="checkbox"/>	Another Job Outside of Education	<input type="checkbox"/>	Job Dissatisfaction and/or Working Conditions
<input type="checkbox"/>	Health	<input type="checkbox"/>	Other (please explain)

I am resigning voluntarily as an employee of the Millard Public School District effective at the end of the 2024-2025 school year. In order to receive this incentive, I understand that I must fulfill my duties through the end of the school year. I acknowledge that the decision of the Board to accept my resignation is final.

Employee Signature

Date

Supervisor or Principal Acknowledgement:

Supervisor/Principal Signature

Date

Human Resources Department Acknowledgement:

Associate Superintendent of Human Resources

Date