



Voluntary Resignation Form

Certificated Positions

REVISED 06/17/20

Name		Employee #	
Street Address		Home #	()
City, State, Zip		Cell #	()
Full Job Title		Site	

Last Day	Reason for Resignation

Certificated Resignation Steps

- Complete and submit this Voluntary Resignation Form or write a letter of resignation.
- Be sure to include your last day with Elk Grove Unified School District.
- If you have questions regarding how your resignation date could affect your pay and benefits, contact the Payroll Department.
- To become eligible to be a certificated substitute, you will be required to go through the substitute hiring process and complete all new hire paperwork. *Please note that submission of an application does not ensure a result in an employment opportunity.*

Please contact Human Resources at (916) 686-7795 or Payroll/Benefits at (916) 686-7778, should you have additional questions.

Notice of Potential Overpayment:

Elk Grove Unified School District calculates and distributes your annual salary based on the school year, July through June. If you do not work the entire school year, depending on your work calendar, you may be overpaid at the time of resignation. (If you did not have any work days in July, this is probable.)
 The Payroll Department will send you a letter and request repayment, should an overpay of salary occur.
 For more information, contact Payroll in advance at (916) 686-7778.

I understand that my resignation is voluntary and following acceptance by the Superintendent/Superintendent's designee, cannot be revoked.

Employee Signature

Date

HUMAN RESOURCES	
Employee #	
Job Title	
Site/Dept	
To Pos/Con	P.A./Board <input type="checkbox"/>