



# ***RETIREMENT/RESIGNATION FORM***

Dear La Habra City School District,

Please accept this notification as my official letter of:

Retirement

Resignation

Effective date of retirement/resignation: \_\_\_\_\_

In addition: \_\_\_\_\_

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

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

School Site/Department: \_\_\_\_\_

Last day of work: \_\_\_\_\_

All District issued property has been returned to: \_\_\_\_\_

Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT TO CLASSIFIED PERSONNEL**

District issued property received by:

\_\_\_\_\_

On \_\_\_\_\_