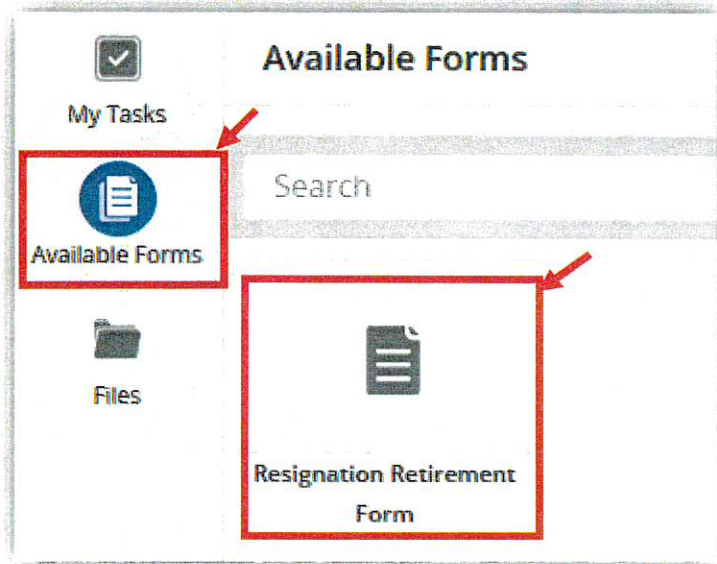


How to submit a Resignation Retirement Form (*initiated by the employee*)

Click **Available Forms** icon.

Click **Resignation Retirement Form** icon.



After completing the **RESIGNATION RETIREMENT FORM**, click **SAVE FINAL**.

Resignation/Retirement Form

Separation Category required

Last date of employment required

📅 Allowed format is MM/DD/YYYY Ex: 01/26/2021

Full Name with Middle

Employee ID

Primary Location required

BRUCE ELEMENTARY SCHOOL

Job Title required

Close Print Print as PDF Save Draft **Save Final**

The employee will then be prompted to type their name as Signature and check “I have read and accept the Electronic Signature Statement”. Click **SUBMIT**.

Resignation Retirement Form

If yes, please explain and attach the separation letter.

Attachments

Resignation/Separation Letter

Please Click to View/Hide the Workflow

Sign

Current User Applicant Three

Date 2/9/2021

Signature required

I have read and accept the **Electronic Signature Statement** required

Close Print Print as PDF **Submit**