



Chino Valley Unified School District  
13461 Ramona Ave., Chino, CA 91710  
PHONE: 909-628-1201 FAX: 909-548-6091

## NOTICE OF RESIGNATION/RETIREMENT

☐ RESIGNATION    ☐ RETIREMENT

☐ CLASSIFIED  
☐ CERTIFICATED

To: The Board of Education

I, \_\_\_\_\_ wish to resign/retire my employment in the  
Chino Valley Unified School District as a(n) \_\_\_\_\_.  
(Job title)

My work location is: \_\_\_\_\_.

☐ I am aware that it is my responsibility to return all District issued property (eg: technology equipment (laptop), keys, badge, uniform, etc.) to the school/department office, no later than my last day of work. An itemized list must be signed by the School / Department Secretary or Administrator.

☐ CLASSIFIED – My last day of work will be: \_\_\_\_\_.

☐ CERTIFICATED – I am requesting my last day of work to be: \_\_\_\_\_.

The reason I am resigning is: \_\_\_\_\_.

**If retiring**, my retirement date is \_\_\_\_\_ (MUST be different/after than your last day of work).

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

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Human Resources Office Use Only:

Years of Service: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

ERIP participation:      ☐ YES      ☐ NO

Admin Approved Last Date of Work: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date