Radford City Public Schools

Letter of Resignation

Employee's Name _____

Current Home Address _____

Phone _____**Email** _____

Position held at the time of resignation _____

Worksite (Circle) McHarg Belle Heth Dalton Radford High School Admin Office

I hereby submit my resignation from Radford City Public Schools.
(2 weeks minimum notice to be given.)

I am requesting my last day on the job to be: _____

Reason for resignation:
____ Retirement
____ Moving
____ Health issue(s)
____ Other reason (please describe) _____

____ Took job in _____ and would like my sick leave ____ paid
school division ____ transferred

If you are moving from your current address, please provide your new address

_____

_____

Please sign _____ _____
Signature of Employee Date

Return this form to:
Stephanie Shull
Radford City Schools
1612 Wadsworth Street
Radford, Virginia 24141
(540) 731-3647

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