

Mercer County School District

Resignation Form

So the District can avoid confusion and have a complete record for its files, please fill out this form when tendering your resignation. Feel free to attach a letter with this form if you would like to share some thoughts with the Board.

Employee Name: _____

Position: _____

Last Day of Work: _____

I understand my resignation is effective when this form is submitted to the Mercer County School District Superintendent of Schools or the Mercer County School District Board of Education Secretary and cannot be rescinded. Board action regarding the resignation is simply a formality and a means for communication to the stakeholders.

Signature Date