



VOLUNTARY RESIGNATION/SEPARATION FROM EMPLOYMENT  
 STILLWATER PUBLIC SCHOOLS  
 314 S. Lewis  
 Stillwater, OK 74074  
 405.533.6300

Employee ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
*Last* *First*

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

**I resign my position with Stillwater Public Schools effective:**

Last Day of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reasons for leaving (please check appropriate reason):**

- |                    |                         |                                    |
|--------------------|-------------------------|------------------------------------|
| Continue Education | Other Employment        | Deceased (completed by supervisor) |
| Teach Out of State | Personal Reason         | Moving/Spouse Employment           |
| Marriage           | Staying Home            | Rescinded Employment               |
| Leave of Absence   | Not Rehired             | Job Abandonment                    |
| Terminated         | Another School in State | (completed by supervisor)          |
| Retirement         | Health Reasons          |                                    |
| Interim Position   | Staying Home            |                                    |

**It is the responsibility of the employee to ensure that a correct mailing address is on file with the Human Resource Department.**

If SPS has questions regarding this resignation, telephone number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Form completed by Supervisor Reason Why: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Post the Position? Yes No If yes, post as follows: \_\_\_\_\_

**To be completed by Administration Office:**

Accepted                      Accepted after a satisfactory replacement is found                      Not Accepted

By: \_\_\_\_\_ Date Accepted: \_\_\_\_\_  
*Signature*

Placed on Board of Education Agenda \_\_\_\_/\_\_\_\_/\_\_\_\_