

USD #263 Mulvane RESIGNATION FORM

DATE: _____

TO: Dr. Jay Ensley, Superintendent and

Supervisor's name

I, _____, am notifying USD #263 Mulvane of my
Employee name

resignation from my position of _____
employee's position

effective _____.
last day of work

Employee's signature

Per the Support Staff Handbook, page 17, Resignations:

*Employees may request release from employment at their discretion.
A written notice of resignation shall be given to the immediate supervisor and forwarded
to Human Resources.*