

**Human Resources**

386 E. Black Street  
Rock Hill SC 29730  
Ph (803) 981-1024  
Fax (803) 981-1025

## EMPLOYEE RESIGNATION FORM

*Please complete this form and submit with your letter of resignation.*

SSN: XXX-XX- (last four digits only)

<b>Legal Name:</b> (as listed on Social Security Card)				
	Last	First	Middle	Maiden
<b>Address:</b>				
<b>School:</b>				
<b>Position:</b>				
<b>Grade Level/Subject:</b>				

**Reason/s for Resignation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Did not obtain or maintain license              | <input type="checkbox"/> Family responsibility/child care |
| <input type="checkbox"/> Continue education                              | <input type="checkbox"/> Family relocation                |
| <input type="checkbox"/> Moved to a non-teaching position in another LEA | <input type="checkbox"/> Because of health/disability     |
| <input type="checkbox"/> To teach in another SC public school            | <input type="checkbox"/> Moved due to Military orders     |
| <input type="checkbox"/> To teach in another York County public school   | <input type="checkbox"/> Retired with full benefits       |
| <input type="checkbox"/> To teach in a SC non-public/private school      | <input type="checkbox"/> Retired with reduced benefits    |
| <input type="checkbox"/> To teach in SC charter school                   | <input type="checkbox"/> Work Visa                        |
| <input type="checkbox"/> To teach in another state                       | <input type="checkbox"/> Job dissatisfaction              |
| <input type="checkbox"/> Career change                                   | <input type="checkbox"/> Other reasons: _____             |

***Please complete this section and print for signature and date.***

*I wish to resign as an employee of Rock Hill Schools at the close of the day on:*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***Please return this form to the address listed above or email it to [jobs@rhmail.org](mailto:jobs@rhmail.org). If you would also like to attach a letter of resignation, please attach it to this form.***

***Would you like an exit interview?*** \_\_\_\_\_

***To complete an exit survey, please [click here](#) or use the QR code provided.***



OFFICE USE ONLY: DATE Received: \_\_\_\_\_