



2240 Old River Road
Ukiah, CA 95482-6156

Ph. (707) 467-5001
Fax (707) 462-0379

MICHELLE HUTCHINS
Superintendent of Schools

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

Mendocino County Office of Education
Human Resources Department 2240
Old River Road • Ukiah, CA 95482
(707) 467-5012

SE4118.00a

Notice of Resignation

TO THE SUPERINTENDENT OF THE MENDOCINO COUNTY OFFICE OF EDUCATION:

Name: _____ **Date of Notice:** _____

I hereby resign from my position as: _____
(position title)

Last day of work: _____

Reason:

- | | |
|------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Retirement / Effective date _____ | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Accepted another position | <input type="checkbox"/> Family responsibility |
| <input type="checkbox"/> Other _____ | |

Employee's Signature: _____

Mailing Address: _____

Phone: _____ **Social Security #:** _____