



**ANAHEIM UNION HIGH SCHOOL DISTRICT**

*Learning With Purpose: College and Career Ready*

**RESIGNATION/RETIREMENT**

TO: BOARD OF TRUSTEES, Anaheim Union High School District

Please accept this notice as my (check one:) **resignation**  / **retirement**  from the Anaheim Union High School District.

My last paid day as an AUHSD employee will be the following date\*: \_\_\_\_\_

*\*This date may not be a holiday, and must be part of your regular work schedule.*

Name: \_\_\_\_\_ Date : \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_ Location/Work Site: \_\_\_\_\_

Position/Classification \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

I am resigning for the following reason (optional):

To **RESIGNING** employees covered by the District Insurance Program: Insurance coverage under the Anaheim Union High School District program will expire on the last day of the month in which you worked. For example, if you do not work during the summer months and your last day worked was May 24th, but you submit your resignation in August, your benefits would retroactively expire on May 31st.

To **RETIRING** employees covered by the District Insurance Program: Please contact Laura Jacobs in the Benefits Department, at (714) 999-3591, to discuss options regarding your benefits.

Signature of Employee: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date \_\_\_\_\_

Asst. Superintendent of HR/Executive Director of Classified Personnel

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**(PLEASE COMPLETE REVERSE SIDE)**  
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**OFFICE USE ONLY**

Board Approved (Date) \_\_\_\_\_

Copy to Payroll & Benefits \_\_\_\_\_

Years of Service if Retirement \_\_\_\_\_

\*Please return with signature to HR – Classified (Dept. #5), or by fax to (714) 220-4502, or via email to [gilbert\\_j@auhsd.us](mailto:gilbert_j@auhsd.us)\*

**Why are you leaving the District? Please check all responses that apply to your situation (optional).**

**Reason:**

- Retirement
- Family responsibility
- Other

**Reason:**

- Return to school
- Moving

**Changing profession...**

- Interest in another field
- Dissatisfaction with current field

**Employment with another District...**

- More attractive opportunities elsewhere
- Dissatisfaction with AUHSD

**Other:**

- Dissatisfaction with AUHSD salary/benefits
- Lack of sufficient administrative support and/or direction
- Fractious staff and/or unfriendly working conditions

**Comments:**

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