

Manhattan-Ogden USD 383  
Manhattan, Kansas  
RESIGNATION NOTICE

NAME: \_\_\_\_\_

TODAYS DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

LAST DAY TO WORK: \_\_\_\_\_

POSITION #1: \_\_\_\_\_

LOCATION: \_\_\_\_\_

POSITION #2 \_\_\_\_\_

LOCATION: \_\_\_\_\_

**I AM RESIGNING FOR THE FOLLOWING REASON(S):**

- MOVING FROM AREA
- MARRIAGE
- PREGNANCY
- RETURNING TO SCHOOL
- SCHEDULE CONFLICT
- CHANGE IN CAREER INTEREST
- WISH TO SPEND MORE TIME WITH FAMILY
- WISH TO SPEND MORE TIME WITH LEISURE ACTIVITIES
- WISH TO SPEND MORE TIME WITH SCHOOL STUDIES
- DISSATISFIED WITH WORKING HOURS
- DISSATISFIED WITH FELLOW WORKERS INCLUDING MANAGEMENT
- DISSATISFIED WITH JOB ASSIGNMENT
- DISSATISFIED WITH PERSONAL PROGRESS
- DISSATISFIED WITH PROMOTIONAL OPPORTUNITIES
- DISSATISFIED WITH SALARY
- DISSATISFIED WITH EMPLOYEE BENEFITS
- DISSATISFIED WITH TRAINING
- CONCERN FOR PERSONAL SAFETY
- OTHER \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE