

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Services Division

DATE: _____

TO: Mark McLaughlin, Assistant Superintendent, Personnel Services
Conejo Valley Unified School District
1400 E. Janss Road
Thousand Oaks, CA 91362-2198

SUBJECT: Resignation/Retirement

I hereby Resign/Retire from my position(s) of _____
(circle one) (list all positions from which you wish to resign/retire)

at _____
(location)

This resignation/retirement is effective (date) _____.

My last day of work will be _____.

If applicable, I request to be placed on the substitute list for the Conejo Valley Unified School District for the following positions:

(list all substitute positions)

Employee Signature

Employee Name (print)

IMPORTANT INFORMATION: No retired member of the CalSTRS defined benefit program shall be hired for at least 180 calendar days after his/her retirement from service unless he/she has attained the normal retirement age and qualified for an exemption to the 180-day waiting period.

PERSONNEL SERVICES DIVISION USE ONLY	
PS Designee Acceptance Signature/Date _____ / _____	Received By:
	Date Received:
	Board Agenda Date: