

Hobbs Municipal Schools

Central Office

1515 East Sanger

P. O. Box 1030

Hobbs, New Mexico 88241

575-433-0128

575-433-0131 fax

Employee's Notice of Resignation

This form is to be completed by the resigning employee. The employee must submit the completed and signed form to his/her principal, director, or supervisor. The administrator then verifies the last working day, signs, and forwards the form to HR.

Employee Name: _____ Date Submitted: _____

Position/Title: _____ Work Location: _____

I hereby submit resignation of my employment with the Hobbs Municipal Schools. My last working day will be (please list the exact date of the last day worked): _____
Day/Month/Year

Reason(s) for resignation:

Teachers:

- Leaving New Mexico to teach in another state
- Leaving to teach in other public or charter school in New Mexico
- Leaving to teach in private school in New Mexico
- Leaving the teaching profession for other non-teaching employment
- Military Service
- Relocation – military or other reason
- Retiring
- Other – Please explain:

Non Teachers:

- Relocation – military or other reason
- Retiring
- Accepted another job outside the District
- Other – Please explain:

Employee Comments: (Please attach extra sheet if needed)

Employee's Signature (Required)

Date

Forwarding Address: _____

Reviewed and last working day verified by: _____

Forwarding phone#: _____

Principal/Director/Supervisor

Date