



**WARRENSVILLE  
HEIGHTS**  
City School District

Human Resources Department

4500 Warrensville Center Rd., Warrensville Heights, OH 44128, 216.865.4722

## EMPLOYEE RESIGNATION FORM

Last Name: \_\_\_\_\_

SS#: XXX-XX-\_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Job Title: \_\_\_\_\_ Worksite: \_\_\_\_\_

Effective Date of Resignation: \_\_\_\_\_  
(The date after last day worked)

Reason for Resignation: ( Check  one)

- Accepted New Job
- Completion of Assignment
- Declination of Assignment
- Dissatisfaction with Job
- Domestic Responsibilities
- Medical Reasons

- Personal Reasons
- Relocation
- Returned to School
- No Reason Given
- Other \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Eligible for Rehire? (To be completed by Supervisor)    Yes    No

Upon resignation, you must surrender all property of the Warrensville Heights City School District, which includes, but is not limited to, employee identification card, cell phone, laptops, WHCSD software, keys, etc. to your Supervisor or Department Head.

When completed, please return to:    Kenya Hunt, Director of Human Resources  
Board of Education  
4500 Warrensville Center Rd, Warrensville Hts, OH 44128  
(216) 865.4722    (216) 921.5904 Fax