

ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
155 BARDIN ROAD
SALINAS, CA 93905

LETTER OF RETIREMENT

Date _____

TO: BOARD OF EDUCATION

Please accept my retirement as _____ at
(Position)

_____ School, effective as of _____, 20 ____
Month Day

at the end of workday.

COMMENTS (Number of years with AUSD, assignments, comments, etc.): _____

Employee Signature

Print Name

Principal/Supervisor

XXX-XX-_____
Employee Social Security Number

PLEASE FORWARD TO PERSONNEL DIVISION AS SOON AS POSSIBLE.

Superintendent Signature

Date

4/13;07/17
PER-99A

White – Human Resources
Yellow – Fiscal Services
Pink – Principal/Supervisor
Goldenrod – Employee