

Resignation Form

This form serves as notice of my resignation from the noted position with the Albuquerque Public Schools.

Personal Information:

| | |
|--------------------------------|--|
| Full Name: | |
| Home Address: | |
| City: | |
| State/ Zip Code: | |
| Personal Phone #: | |
| Personal Email Address: | |

Employment Information:

| | |
|--------------------------|--|
| APS Employee #: | |
| Work Location #: | |
| Work Location: | |
| Position Title: | |
| Last day of Work: | |

The reason for my resignation is:

Teacher Resignation Reasons *(Only complete this section if you are leaving a teaching position)*

- | | |
|--|--|
| 01: Left NM and teaching in other state | 11: Discharged prior to end of contract |
| 02: Left for reasons other than retirement | 12: Resigned prior to completion of contract |
| 03: Left to teach in private school in NM | 13: Reduction in force/staff |
| 04: Went to other public/charter NM district | 14: Leave of absence |
| 05: Took non-teaching position in district | 15: Military Service |
| 07: Retired | 16: Teaching in another Country |
| 08: Personal Reasons | 17: Peace Corps/ACTION |
| 09: Non-Renewal of Contract | 18: Completion of Short Term Contract |
| 10: Non-Renewal of Teaching License | 99: Other Reason |

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

- 1. Give a completed form to your principal/supervisor.**
- 2. Provide a copy of the form to HR: Email: HR-ResignationNotice@aps.edu or FAX: 505-889-4885**