

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)*

- | | |
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| 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**