



JEFFERSON COUNTY PUBLIC SCHOOLS

LETTER OF RESIGNATION

Please accept my resignation from the Jefferson County Public Schools for the following reason(s):

Please note: access to JCPS systems will be disabled on the last work day or contract date.

I am requesting that this resignation become effective on (date) _____

Respectfully,

Print Name: _____

Employee ID Number: _____

Address: _____

Telephone Number (Home Phone) _____ (Cell Phone) _____

Current Position _____

Work Location _____

Signature

Date

Complete and email a copy of the signed form to your Human Resources Specialist

Zone 1: JCPS.Zone1-HR@jefferson.kyschools.us Middle School: JCPS.MS-HR@jefferson.kyschools.us

Zone 2: JCPS.Zone2-HR@jefferson.kyschools.us High School: JCPS.HS-HR@jefferson.kyschools.us

Zone 3: JCPS.Zone3-HR@jefferson.kyschools.us

Admin & Central Office: JCPS.Admin-CO-HR@jefferson.kyschools.us

OFFICE USE ONLY

DATE RECEIVED: _____

Copy: Personnel File