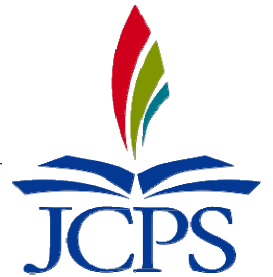

**JEFFERSON COUNTY PUBLIC SCHOOLS
LETTER OF RESIGNATION**



Complete and scan to proper HR Zone:

Admin & Central Office: jcps.admin-co-hr@jefferson.kyschools.us
High School: jcps.hs-hr@jefferson.kyschools.us
Middle School: jcps.ms-HR@jefferson.kyschools.us
Elementary: jcps.zone1-hr@jefferson.kyschools.us ; jcps.zone2-hr@jefferson.kyschools.us ;
jcps.zone3-hr@jefferson.kyschools.us

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

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

Respectfully,

Full Printed Name: _____

Employee ID Number: _____

Address: _____

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

Current Position: _____

Work Location: _____

Signature

Date

--	--

OFFICE USE ONLY

DATE RECEIVED: _____

Copy: Personnel File
