



MADERA UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OFFICE

1902 Howard Road, Madera, Ca. 93637
(559) 675-4500 (559) 673-6016

NOTICE OF RESIGNATION

NAME	SS#: XXX-XX-	DATE
ADDRESS		PHONE
JOB TITLE	SUPERVISOR	WORK SITE

My signature below verifies that I am submitting my irrevocable formal notice of resignation from employment with the Madera Unified School District. My last paid work day will be _____.

REASON FOR SEPARATION

Please check one or more reasons applicable to your separation.

<input type="checkbox"/>	Resignation - Is resignation voluntary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Accepted other employment	Name of Company:
<input type="checkbox"/>	Retirement Eligible	STRS/PERS Retirement Date:
<input type="checkbox"/>	Relocating/Moving	New Address:
<input type="checkbox"/>	Other	Please explain:
Are you currently a substitute with MUSD? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are currently on the sub list, please indicate the positions you substitute for?
If yes, do you want to remain on the sub list? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, would you like to substitute for MUSD? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Exit interviews are encouraged and voluntary.

<input type="checkbox"/>	I am requesting an exit interview with HR.	<input type="checkbox"/>	I am not seeking an exit interview with HR.
--------------------------	--	--------------------------	---

Employee's Signature: _____ Date: _____

Human Resources: _____ Date: _____

Original: Human Resources Copy: Employee

Detach survey here

=====

RETENTION SURVEY

The following survey is optional. Human Resources would appreciate learning more about your experiences gained during your employment with Madera Unified School District to better serve and retain our existing employees. This section is detachable and will not be placed in your personnel file. Your cooperation in truthfully answering the following would be greatly appreciated. Thank you.

How would you rate MUSD?	Excellent	Above Average	Average	Below Average	Poor
District Administration					
Immediate Supervisor/Principal					
Job Training Received					
Cooperation and Communication within District Office Departments					
Opportunity for Advancement					
Rate of Pay					
Health Benefit Plans					
Explanation of MUSD Policies & Procedures					
Human Resource Services					
Union Representation					
Personnel Commission Services					
Customer Service Internal/External					

NAME _____ (Optional) ☐ Classified ☐ Certificated ☐ Substitute Revised: 12/1/2020