

**Puyallup School District  
HUMAN RESOURCES DEPARTMENT  
Employee Resignation/Retirement Form**

The information requested below will assist the Human Resources Department in accurately calculating your pay, providing information to SEBB for your benefits, providing accurate and timely information for state and federal reports and will assist us in our internal staffing efforts

If you resign/retire at the end of a school year and intend to be paid through August, please put August 31<sup>st</sup> as your resignation/separation date.

Please give specific rather than general reasons for your resignation or retirement. For example, "My spouse has been transferred to another location and I am moving there with my family," would be more helpful than the statement, "I am moving away."

- Certificated
- Classified

\_\_\_\_\_  
Print Name Employee Number **OR** Social Security Number

\_\_\_\_\_  
Position Title Location

My last day of work or using approved paid leave will be \_\_\_\_\_

My resignation/separation date will be \_\_\_\_\_

- Retirement**
- Resignation**

Reason:

\_\_\_\_\_  
\_\_\_\_\_

- I am resigning all of my position(s)**
- I will be continuing other positions with the Puyallup School District** \_\_\_\_\_
- I will be continuing as a** \_\_\_\_\_ **substitute**

Please forward communications, including salary warrants, and W-2's to the following address:

\_\_\_\_\_  
Street Address City State Zip Code

( \_\_\_\_\_ )  
Area code Telephone # Signature Date

Please fax this form to **(253) 841-8650** or you can email a scanned copy to [personnel@puyallup.k12.wa.us](mailto:personnel@puyallup.k12.wa.us) or you can mail this form to: **Human Resources Department  
302 2<sup>nd</sup> St SE  
Puyallup, WA 98372**

Completion of this form alerts HR to your intention to resign or retire all or part of your position. This information will be submitted to the Board for approval and an official letter regarding Board action will follow.

*Please contact the District Retirement Specialist at 253-841-8765 for retirement information.  
Please contact DRS at 1-800-547-6657 to confirm retirement eligibility and obtain information on the retirement process*