



Office of Human Resources  
1050 South Foster Drive  
Baton Rouge, Louisiana 70806

**NOTICE OF RESIGNATION**

Employee Name: (Print) \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

School / Location: \_\_\_\_\_

Position Title: \_\_\_\_\_

Resignation Date: \_\_\_\_\_

Reason for Resignation: \_\_\_\_\_

Resignation in Lieu of Termination \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

I understand that this resignation will be official after review by the Chief Human Resources Officer and the Superintendent shall report the resignation to the school board at the next scheduled School Board meeting.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please complete the anonymous exit survey by following the URL link:  
<https://www.surveymonkey.com/r/EBREXITSURVEY>

If you are moving and have a change of address please list the information below:

**NEW ADDRESS**

Street: \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

