



CHARLOTTESVILLE CITY SCHOOLS

TO: **The Office of Human Resources**

FROM: _____

SUBJECT: **Resignation**

I do hereby tender my resignation as _____ (position) at
_____ (location) with the Charlottesville City Schools effective the _____ day of
_____, 20_____.

REASON/S: In compliance with state reporting requirements, we ask that you take a few minutes to provide a reason for your resignation. Please select one or more of the following reasons for your resignation.

- Retirement
- Family/personal considerations (health, caring for others, career break, or other)
- Family/personal relocation
- Demanding workload/too prescriptive
- Dissatisfaction with administration/supervisor
- Dissatisfaction with school or division climate: discipline/classroom control
- Dissatisfaction with school or division climate: duties incompatible with educational training
- Dissatisfaction with school or division climate: salary/compensation
- Outside pressures from parents, community, social media
- Employment in the education field/accepted another job in a Virginia public school division
- Employment in the education field-accepted a position in a non-VA public school or out-of-state
- Employment outside of the field of education
- Accepted a non-teaching position within the same division
- Reduction in force/layoff
- Certification issue/lost credential
- Nonrenewal or termination

ADDITIONAL COMMENTS:

Date: _____

Signature: _____