



## SAN JUAN SCHOOL DISTRICT TERMINATION OF EMPLOYMENT

\_\_\_\_\_ has been working as a \_\_\_\_\_  
 (Employee Name) (Position)  
 at \_\_\_\_\_ School. This termination notice is to officially inform the District  
 that the last day of employment will be \_\_\_\_\_.

*Reason for Termination: (check one)*

VOLUNTARY			INVOLUNTARY	
	To accept other employment			Reduction of force
	To attend school			Temporary lay-off
	To leave the area			Discharged: (explain*)
	Failed to report for work			Other: (explain*)
	Other: (explain*)			
<i>*Explanation:</i>				

*At this time, we do not know who will be replacing this position.*

\_\_\_\_\_ *will be the new employee taking this position.*  
 (A "Request for Employment" form is attached)

\_\_\_\_\_  
*Employee Signature* *Date*

\_\_\_\_\_  
*Principal/Program Director* *Date*

*For Human Resource Department:*

*Personnel Authorization:* \_\_\_\_\_  
*Payroll*  
*Program*  
*File*

☒ Copy of form to Employee