



## Plainview-Old Bethpage Central School District

Office of Human Resources and Safety  
106 Washington Avenue, Plainview, NY 11803

Mr. Christopher Donarummo  
Assistant Superintendent for Human Resources and Safety  
Office: (516) 434-3040      FAX: (516) 937-6346

### RESIGNATION/RETIREMENT FORM

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

I, \_\_\_\_\_  
am                      RESIGNING                       RETIRING   
from \_\_\_\_\_  
*Title of Current Position*

Effective: \_\_\_\_\_  
*At Close of Business\**

*\*For retirees, this date should be the day after your last day of work.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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