



**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: \_\_\_\_\_