

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
**San Juan Capistrano, California**

**CLASSIFIED RESIGNATION**

TO: Personnel Services, Capistrano Unified School District

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

I hereby resign from the position of \_\_\_\_\_  
now held by me as an employee of the Capistrano Unified School District.

Effective Date \_\_\_\_\_  
(Last day worked) Access to District files and email will not be available after this date.

Signature \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Employee ID # \_\_\_\_\_

School or Dept. \_\_\_\_\_

Please state your reason(s) for leaving below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Retirement\***

(First day of retirement will be) \_\_\_\_\_

\*I understand as a CalPERS retiree, I cannot be employed by a CalPERS employer for a period of 180 days, from my first day of retirement. After the 180 day period, I understand that I may apply to be a substitute with CUSD and **will need to apply** as a “new” substitute employee, involving my participation in the employment process.

\_\_\_\_\_ **Initial**