



**Resignation**

To: Human Resources

From: \_\_\_\_\_  
(Name) (Position/Work Location) (LCPS ID #)

Re: Resignation from Las Cruces Public Schools

I am officially resigning my position with the Las Cruces Public Schools effective \_\_\_\_\_.  
(Date—last day of employment)

\_\_\_\_\_  
Signature Date

Forwarding Address				
_____				
Address	City	State	Zip Code	Phone#