



Notification of Retirement/Resignation

Do not use this form to request a retirement estimate

440 N. Broad St. Education Center, Second Floor, Portal D, Suite 222, Philadelphia, PA 19130
Phone: 215-400-4600 | Fax: 215-400-4604 | Email: separations@philasd.org

Resigning or retiring employees must complete and submit this notification to the Office of Talent at Separations@philasd.org.

Once your notification is submitted, the Office of Talent immediately begins working to fill that position. You will receive an acknowledgment at the email address(es) you provide below. You are not eligible to rescind or change an acknowledged retirement/resignation without approval from your supervisor.

Once your notification is acknowledged by the School District of Philadelphia (SDP), You are not guaranteed a position.

∞It is the responsibility of the employee to confirm receipt of this form with the Office of Talent∞.

PERSONAL INFORMATION-Print Clearly (this form is fillable – download and save first)

Form with fields for Name (Last, First, Middle), Telephone Number, Address, City, State and Zip, Employee ID Number, SDP Email Address, and Personal Email Address.

SEPARATION INFORMATION- You may NOT use a holiday or a paid day off as your last day of work.

Provisions 1101 and 1121 of the Public School Code require professional employees to provide written notice of SIXTY (60) DAYS before resignation/retirement becomes effective.

Form with fields for I am (Retiring, Resigning), Reason, Position, Last Day of Work or Approved Illness, and a checkbox for multiple positions.

Form with fields for leave types: Sick Leave / Wage Continuation, 89-Day Leave, Worker's Compensation, Sabbatical, and Other.

Employee Signature: _____ Date: _____

OFFICIAL USE ONLY
REC'D STAMP: _____ PERSONNEL INITIALS: _____