

Cumberland County Schools

Position Change Letter

Submit this notice for all position changes within Cumberland County Schools.
Do not submit a Tender of Resignation.

I have accepted a position at _____
(New site)

as _____ My final work day at _____
(New position title) (Old site)

as _____ will be _____
(Old position) (Date)

Employee Name: _____ ID # _____
(Print)

Employee Signature

Date signed

For Releasing Department/School Use Only

(To be signed by the supervisor or principal of the releasing department or school)

Effective Date of Release _____ (Effective 5:00 p.m. on this date)

Principal/Supervisor's signature: _____ Date: _____

Return to:

Cumberland County Schools
Human Resources
Attn: Associate Superintendent of Human Resources
Fax: 910-678-2344