

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)

***I understand that by accepting and signing this position change my 12 month option will be cancelled and I will be paid out the balance of my escrow account. If you have any questions, contact Human Resources, 910-678-2629.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

<b>For Principal's Use Only</b>	
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