

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)

\_\_\_\_\_  
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