

**BROOKFIELD LOCAL SCHOOL DISTRICT
EMPLOYEE RESIGNATION/RETIREMENT FORM**

For EMIS purposes only: Board mtg date: _____

Employee Name: _____ Today's Date: _____

Building: _____ Position: _____

I plan to: (circle one) RESIGN / RETIRE from the Brookfield Local School District.
My last date of work will be:

_____ (month, day, year)

My official resignation/retirement begins on the following date: _____

Employee's Signature & Date

Administrator/Supervisor's Signature & Date

Superintendent's Signature & Date

Please contact SERS or STRS to make sure you have all of the pertinent information you need to make an informed retirement decision. The date you choose as your last date of work is very important and could affect your first retirement check.