

SAMPLE RESIGNATION LETTER

Date: _____

To: Campus Principal/Supervisor Name here

{Body of letter must include whether you are resigning or retiring. Body of letter must include last day you will work. If you are retiring, it must include retirement date, which could be different from last day worked. If you are working summer school, indicate dates so computer and email access remains active.}

Sincerely,

Your Signature

Your Name

Employee ID Number

At the bottom of the letter, you must include:

Permanent Address: _____

Permanent Phone Number: _____

Personal Email Address: _____