

Resignation Letter

I understand that if I am a certificated employee, I will be required to provide to the district a 60-day notification from the date this letter is time stamped as received by Human Resources.

Today's Date: ____/____/____

To: The Office of Human Resources

This letter is to inform you that I am resigning from my current position of

_____ at

_____, effective ____/____/____.

(work location)

Sincerely,

(print name)

(signature)