

To: Human Resources

Date: _____

From: _____

This letter is to notify you that I hereby resign from my position as _____
_____ from the Lawndale Elementary School District.

The reason for my resignation is: _____
_____.

The effective date of my resignation is: _____.

I will turn in to my immediate supervisor all District property including keys and my ID badge on my last day of work. I will also complete and submit to the HR Office the required Employee Check Out form on my last day of work.

Yours truly,

Employee Signature

Work Location

Address

Phone #

Email address