



**Ashland Independent School District
Letter of Resignation/Retirement**

Complete and email amy.wessel@ashland.kyschools.us

Ashland Independent School District Superintendent
1820 Hickman St.
Ashland, KY 41101

Dear Superintendent:

Please accept this as my official:

Resignation Retirement

Reason for Resignation/Comments: _____

Effective Date (last work day): _____

Position _____ **Location** _____

Name: _____ Employee # _____

Address _____ City _____ State _____ Zip _____

Telephone _____

I acknowledge that I must surrender my key fob, badge, and any AISD owned equipment after my final day with Ashland Independent School District.

Signature

Date

Office Use Only

Date Received: _____ Approve _____ Do not Approve _____

Superintendent Signature _____ Date _____