



Human Resources Department
530 West 21st Street, Suite A,
Merced, CA 95340
Phone (209) 385-6600 Fax (209) 385-6393



Board of Education: Priya Lakireddy -President, Ann-Marie Delgado-Clerk, Allen Brooks, Beatrice McCutchen, Tsia Xiong
Superintendent: Julianna Stocking

IMPORTANT: Letters of Resignation/Retirement for Certificated and Classified employees must be submitted to the Human Resources Department prior to resignation/retirement. Once submitted to HR, this letter is irrevocable.

MERCED CITY SCHOOL DISTRICT
Letter of Resignation

To: Human Resources Department

I, _____, am a current, permanent employee of
Merced City School District.

I am currently a _____ at _____.
(Job Title/Classification) (District Site)

I would like to officially submit my letter of resignation. I understand my resignation
is irrevocable once accepted. My last working day will be _____.

Thank you,

(Signature)

(Date)