

SAMPLE RESIGNATION LETTER

- Address your letter to the Board of Education. Send your letter through email to Anthony Manville and Angela Van and request a reply as a receipt. Provide a copy to your building principal, but do not rely on your building principal for delivery to district office.
- **If you are resigning mid-year, you will receive a pay out and your insurance will end 30 days after your last date of employment so change the letter to reflect the following verbage: *I understand I will receive a salary pay out and that my insurance will terminate 30 days from my last date of employment.***
- If you are resigning effective the end of the school year, your letter must state effective the end of the contract year to have insurance through the summer. Your last paycheck will be August 18, 2017 and your insurance will end on August 13, 2017 (the last day before new school year begins) at midnight.
- If you give a date other than the one in the letter, your insurance will end then, so **don't** include any other specific date.
- Anything that is underlined in the sample letter below needs to be replaced with your personal information.
- Please give as much notice as possible. **In the summer**, a letter must be submitted at least thirty (30) days before the start of the school year or your certificate can be held for up to one year.
- You will need to return your laptop personally to the Technology Center which is located across from PCHS. Their hours are 8:30 – 3:30 daily. Finally, make sure that any books checked out to you have been scanned back into your building systems as well.
- Any additional questions please contact the APT President (Dawn Bullock) at 815-530-1658

DATE

Plainfield School District 202 Board of Education,

I, NAME, give notification to Plainfield School District 202 Board of Education, of my resignation as a(n) TEACHER, SOCIAL WORKER etc. at SCHOOL effective the end of the 2016-2017 contract year. (or last date of employment if during the school year) I understand that I will continue to be paid every two weeks through August 18, 2017 and my insurance will remain in effect until August 13, 2017. My reason for resigning is _____. (EX: Personal, Continuing education, Family obligation, Accepted another position, Relocation, Nonrenewal etc.)

Please send a reply to EMAIL as a receipt of this letter.

Thank you,

NAME

SIGNATURE