

RESIGNATION LETTER

Date

Name (**print**)

Address

City, State, Zip Code

Dear _____
(Supervisor)

I resign my employment with the Alamance-Burlington School System

as a _____ at _____.
(position) (school/site)

My reason for resigning is

- | | |
|---|--|
| <input type="checkbox"/> personal. | <input type="checkbox"/> family responsibilities. |
| <input type="checkbox"/> medical reasons. | <input type="checkbox"/> to teach in another NC school district.* |
| <input type="checkbox"/> relocation. | <input type="checkbox"/> to accept a non-teaching role in another NC school district.* |
| <input type="checkbox"/> dissatisfaction. | <input type="checkbox"/> to teach in a NC charter school.* |
| <input type="checkbox"/> career change. | <input type="checkbox"/> to teach in a NC private school.* |
| <input type="checkbox"/> to further my education. | <input type="checkbox"/> to teach in another state. |
| | <input type="checkbox"/> retirement, effective date _____. |

**If you are going to be employed by another school system or state agency, please list the name of your new employer:* _____

My resignation will become effective the end of the day _____.
(date)

I affirm that I am choosing to resign of my own free will, and have not been coerced or forced to resign. I agree that my employer has made no representations to me in reference to my resignation, including but not limited to any representations regarding the effect of my resignation on any pending or future investigation. I understand that I had the ability to consult an attorney at my own cost and expense before signing this resignation.

Sincerely,

(Signature)

c: Dawn Madren
Executive Director of Human Resources

*****Pursuant to ABSS School Board Policy 5290, I hereby accept your resignation on behalf of the ABSS Board of Education.**