

## RESIGNATION LETTER TEMPLATE FOR LAC MEMBERS

**Prior to submitting your resignation, please be sure to notify the Chair of your LAC!**

Your resignation can be in the form of a letter mailed to the Commissioner of DES at:

Thomas Burack, Commissioner  
NH Department of Environmental Services  
P.O. Box 95, 29 Hazen Drive  
Concord, NH 03302

Or in the form of an email to the Commissioner of DES at:  
[thomas.burack@des.nh.gov](mailto:thomas.burack@des.nh.gov)

**Please include the following information in your resignation:**

Your Name  
Your Address (including town)  
Your LAC Name

Dear Commissioner Burack,

I regret to inform you that I must resign from the (LAC NAME, i.e. Lower Merrimack Advisory Committee) effective (insert date here) due to \_\_\_\_\_ . (you can leave this blank if you prefer not to go into detail about your resignation)

cc: LAC Chair  
Town Board of Selectmen  
Rivers Coordinator

**Please do send a letter to the Rivers Coordinator if/when you intend to resign, so we can maintain an up-to-date LAC contact list and know which towns/ivers require additional appointees! Thank you, we really do appreciate your cooperation.**