

Resignation Letter

Sample

Date _____

Mrs. Sharon Standish
Director of Human Resources
Downingtown Area School District
Central Administration Office
540 Trestle Place
Downingtown, PA 19335

Dear Sharon:

This letter shall serve as notification that I am resigning from my position as a
_____ at the _____ School
within the Downingtown Area School District. The effective date of my resignation is
_____.

Sincerely,

Your signature

cc: Principal