

ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
155 BARDIN ROAD
SALINAS, CA 93905

LETTER OF RESIGNATION

Date _____

TO: BOARD OF EDUCATION

Please accept my resignation as _____ at
(position)

_____ School, effective as of _____, 20 ____
Month Day

at end of workday. The reason for my resignation is _____

Employee Signature

Print Name

Principal/Supervisor

XXX-XX-_____
Employee Social Security Number

PLEASE FORWARD TO PERSONNEL DIVISION AS SOON AS POSSIBLE.

Superintendent Signature

Date

3/91;6/01;08/05;3/12
PER-99

White – Human Resources
Yellow – Fiscal Services
Pink – Principal/Supervisor
Goldenrod – Employee