

## SAMPLE LETTER – Resignation (TBU)

Your address

Date

Mr. Krishna Burra  
Director of Education  
Limestone District School Board  
220 Portsmouth Avenue  
Kingston, Ontario  
K7L 4X4

Dear Mr. Burra:

I wish to inform you of my decision to resign from my Teaching position with the Limestone District School Board, as of \_\_\_\_\_(date)\_\_\_\_\_.

Sincerely,

*Your signature*

Your name

cc: John Vince, Chief Negotiator  
Susan McWilliams, Superintendent, Human  
Resources (your principal)