

DTA Members,

The following is a template for a letter of resignation. Feel free to copy and edit this document as you see fit. Our best advice is to remain professional in both this letter and for the duration of your contract. Leave a positive lasting impression.

Steps for submitting a letter of resignation. →

- After creating your personal document, print a copy of the letter.
- Sign the printed copy.
- Scan the letter to your email.
- Save the letter as a PDF.
- Attach the PDF to an email like the following.
 - To: Principal & HR
 - CC: Yourself
 - Subject: Letter of Resignation
 - Body of email:

Dear (Principal & HR),

Attached please find my letter of resignation effective ____.

I respectfully request confirmation of receipt of this letter at your earliest convenience.

**Sincerely,
(Your Name)**

Additionally, we would recommend that you keep all subsequent communication in a folder in your inbox throughout the duration of your contract.

If you have any questions, please contact your DTA Building Representative or a member of the leadership team.

Sincerely,
~DTA Leadership

Emily Valdez, President
evaldez@usd232.org

Dandra Arter, Vice-President
darter@usd232.org

Jeff Wieland, Vice President
jwieland@usd232.org



Date:

To:

- Include the following →
 - Principal (Mrs. Jane Doe, My School Name)
 - Director of Human Resources (Mr. John Smith, Human Resources Director-___ Personnel)

From:

Re: Letter of Resignation, effective ____

Dear Mrs. Jane Doe and Mr. John Smith,

Please accept this letter as notice of my resignation effective _____. I appreciate the opportunity I've had to work in this thriving district. *(Or, include any other positive and professional final thoughts. You will get the opportunity to complete an exit survey just prior to the end of your contract. You can save any concerns or suggestions for that time if you want to preserve the relationships you have for the duration of your employment.)*

Please confirm receipt of this letter at your earliest convenience.

Sincerely,

Sign here...

First & Last Name