



## Letter of Resignation/Retirement

**Important:** Letters of Resignation/Retirement for Certificated and Classified employees must be submitted to the Human Resources Department prior to resignation/retirement.

To: Human Resources Department

I, \_\_\_\_\_ (Name)

am a current permanent employee of the St. Helena Unified School District.

I am currently a \_\_\_\_\_ (Job Title)

at \_\_\_\_\_ (District Site).

I, would like to officially submit my letter of \_\_\_\_\_;

to be effective \_\_\_\_\_.

Additional Comments: \_\_\_\_\_

Thank you,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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