

## 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