

Sample Resignation/Retirement Letter

Battle River School Division
ATTN: Human Resources
5402 - 48A avenue
Camrose, AB T4V 0L3

Date

To Whom it May Concern:

Please accept this letter as official notice of my resignation from my position of XXXX (job title) with Battle River School Division at XXXXX (school/site). I am resigning my position for the reason of XXXXX (retirement, moving, new job/career change, family reasons, etc.).

My last day of employment will be XXXXXX which fulfills the requirement of the minimum notice period.

If you have any questions with regards to this letter, please feel free to contact me at the following number XXX-XXX-XXXX.

Sincerely,

SIGNATURE

Name

Position

School/Site

Employee Number

Cc. Immediate supervisor name