

SAMPLE LETTER – Resignation (TBU)

Your address

Date

Ms Brenda Hunter
Director
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Dear Ms Hunter:

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

copy: Andre Labrie, Superintendent of Human Resources
Teresa Marrello, District Officer, OSSTF Limestone District 27
Your Principal, School