



Regional School District 13 Intent to Resign

Submit this form to Organizational Development office.

Date _____

Regional School District 13
Attn: Ashley Hillier, Organizational Development Office
135A Picket Lane, P.O. Box 190
Durham, CT 06422

- Union Employee Intent to Resign
- Non-union Employee Intent to Resign

Dear Ashley:

I, _____,
(first and last name)

intend to resign from Regional School District 13 with my last work day as _____
(date)

at _____ from my position as _____.
(work location) (specific job title)

Please use this section to explain resignation

Signature

Date

Prior to submitting this letter to The Organizational Development Office, your principal (for school sites), director (for central office) or supervisor must sign.

Principal/Director/Supervisor Signature

Date

cc.
Dr. Kathryn Veronesi, Superintendent
Maryellen Manning, Director of Organizational Development