DATE

NAME

TITLE

STREET

CITY

Dear NAME,

This letter serves to inform you of my intended resignation from my position at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My last day for work purposes will be \_\_\_\_\_\_\_\_\_\_. I am resigning due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have truly enjoyed serving the students of Nassau County and working under your supervision.

I wish you, the staff, and the students under your direction much success.

Sincerely,

NAME