DATE

NAME

TITLE

STREET

CITY

Dear NAME,

This letter serves to inform you of my intended resignation, due to retirement. My last day for work purposes will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

I am requesting that I be paid for my unused sick days and all other benefits that are due to me.

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

Sincerely,

NAME