



# Regional School District 13 Intent to Resign

*Submit this form to the Human Resources office*

Date \_\_\_\_\_

Regional School District 13  
Attn: Ashley Hillier, Human Resources  
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 your resignation:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Prior to submitting this letter to the Human Resources office, your principal (for school sites), director (for central office) or supervisor must sign.

\_\_\_\_\_  
Principal/Director/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date