

Return Address

City, Ontario

Postal Code

Date of Letter

Ben Chapman

Manager, Human Resource Services

Kawartha Pine Ridge District School Board

1994 Fisher Drive, Peterborough, ON

K9J 7A1

Dear Ben,

Please accept this letter as notice of my resignation from secondary teaching in the Kawartha Pine Ridge District School Board effective **date of resignation**.

I would request that Human Resources forward any information and / or materials which relate to this resignation (benefits, life insurance, pension, etcetera). Thank you.

Sincerely,

PLEASE BE SURE TO SIGN YOUR RESIGNATION LETTER

Your Name

Current Work Site / School