



EL MONTE UNION HIGH SCHOOL DISTRICT

**Letter of Resignation**

Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby resign from my position of:

\_\_\_\_\_ at \_\_\_\_\_  
Position Title Site

My last working day will be: \_\_\_\_\_

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Social Security Number

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Immediate Supervisor Date

**DO NOT WRITE BELOW THIS LINE**

Received by Human Resources on: \_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_  
Signature of Assistant Superintendent for HR Date

Board Approved: \_\_\_\_\_