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DISTRICT ADMINISTRATION

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SUPERINTENDENT

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CHIEF ACADEMIC/HUMAN RESOURCES OFFICER

Andi Stubbs
CHIEF BUSINESS OFFICER

Letter of Resignation/Retirement

Important: Letters of Resignation/Retirement for Certificated and Classified employees must be submitted to the Human Resources Department prior to resignation/retirement.

To: Human Resources Department

I, _____ (Name)

am a current permanent employee of the St. Helena Unified School District.

I am currently a _____ (Job Title)

at _____ (District Site).

I, would like to officially submit my letter of _____;

to be effective _____.

Additional Comments: _____

Thank you,

(Signature)

(Date)

Accepted by: _____

Date: _____