RETIREMENT LETTER

Matt Horvath, Ed.D.
Assistant Superintendent, Human Resources
Palos Verdes Peninsula Unified School District
Malaga Cove Administration Center
375 Via Almar
Palos Verdes Estates, CA 90274

_____
Date

This letter will serve as my official notification to the Palos Verdes Peninsula Unified School District that I am resigning and retiring from my position. I understand that this resignation and retirement is irrevocable upon submittal to the Human Resources office.

____ effective immediately.

____ effective _____ (specify date as first day of retirement).

Sincerely,

_____
Signature

Name: _____ Position: _____

Address: _____

_____

Phone: _____