



BOARD OF TRUSTEES

Jeff Conwell
Maria Haug
Jeannie Kerr
Lisa Pelosi
Julio Olguin

DISTRICT ADMINISTRATION

Marylou Wilson, Ed.D.
SUPERINTENDENT

Chris Heller
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)