

# RESIGNATION

DATE: \_\_\_\_\_

TO: Franklin Parish School Board  
7293 Prairie Road  
Winnsboro, LA 71295

Please accept my resignation as \_\_\_\_\_  
(name of position)

at the \_\_\_\_\_  
(location/work site)

for reasons of \_\_\_\_\_  
(specify – retirement, disability retirement, relocation, etc.)

effective \_\_\_\_\_. My last date of service will

be \_\_\_\_\_.

Additional information (optional) \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

Accepted by: \_\_\_\_\_, Superintendent

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