

Delano Union School District

Office of Rosalina C. Rivera, Superintendent

Department of Human Resources

Ricardo Chavez, Assistant Superintendent

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**TO: DELANO UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Dear Board of Trustees:

I, _____, hereby submit my irrevocable resignation as
(Please print name)

_____ effective _____.
(Position) (Date of last day worked)

My reason for leaving the Delano Union School District is:

_____ **To accept other employment** _____
(New Employer)

_____ **Moving** _____
(New Address - City / State)

_____ **Retirement**

_____ **Other (please explain)**

Employee Signature

Permanent Mailing Address

Date

Working Together For A Better Education -- The Delano Way!
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER