

[Name of Director], Director
The Hastings and Prince Edward District School Board

c/o *[Name of HR Officer]*, Human Resources Officer, Teaching Staff
156 Ann Street
Belleville, ON K8N 1N9

Date

Dear *[Name of Director]*,

Please accept this letter as my request to tender my resignation from the Hastings and Prince Edward District School Board effective *[date, 20__]*, in accordance with Article 4, sub clause 4.10 Retirement and Resignation Dates in the Elementary Collective Agreement for personal reasons.

Sincerely,

[Name]
[Name of School]

cc *[Name of Superintendent of HR]*, Superintendent of Human Resources
[Principal]
[Name of Local President], ETFO President