



# Greenfield Union School District

493 El Camino Real, Greenfield CA, 93927  
Tel. (831) 674-2840 Fax (831) 674-3712

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

Greenfield Union School District  
Board of Trustees  
493 El Camino Real  
Greenfield, CA 93927

RE: Resignation of Position

Dear Board of Trustees President:

Please accept my resignation from my position as \_\_\_\_\_.

My last day in this position will be \_\_\_\_\_. I will turn in my keys, and all other equipment/materials to my immediate supervisor.

Reason(s) for resigning: *(These are not intended to be inclusive, but will serve as a means of closing the personnel file and will assist in analyzing employee turnover.)*

- |  |   |
|--|---|
| <input type="checkbox"/> To seek/accept other employment | <input type="checkbox"/> Job Dissatisfaction                |
| <input type="checkbox"/> To further my education         | <input type="checkbox"/> Family/Home responsibilities       |
| <input type="checkbox"/> Moving from the area            | <input type="checkbox"/> Resignation following unpaid leave |
| <input type="checkbox"/> Other Retirement                |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

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

**Accepted By:**

\_\_\_\_\_  
Superintendent or Designee

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

Zandra Jo Galván, Superintendent

Sandra L. Cante, Board President     Mayra Perez-Diaz, Vice President     Sonia Heredia, Clerk  
Leticia Argueta, Member     Juergen Smith, Member