

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

308-AR-2. FORM FOR ACCEPTANCE OF RESIGNATIONS

Upon receipt and acceptance of an employee resignation, the Superintendent or designee will provide to the resigning employee, either in person or by certified mail, the following statement:

I, Superintendent of Schools, acting as Chief Executive Officer of the Board of Education, acknowledge receipt this date of the resignation from employment signed by _____
_____ from the position of _____
_____, effective on _____.

My signature constitutes acceptance of the resignation by the Board of Education and releases the resigning employee and the district from all further obligations upon the effective date of the resignation. This resignation is irrevocable.

Superintendent's Signature

Date