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# CHARLOTTESVILLE CITY SCHOOLS

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TO: The Office of Human Resources

FROM:

SUBJECT: Resignation

I do hereby tender my resignation as \_\_\_\_\_ with the  
Charlottesville City Schools effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**REASON/COMMENTS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Location