

TO: The Office of Human Resources

FROM:

SUBJECT: Retirement

I do hereby tender my resignation for retirement as \_\_\_\_\_

with the Charlottesville City Schools effective the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_.

**REASON/COMMENTS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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