

(Your Name  
Address if they need to contact  
you)

DATE:

Greg Plutko, Ed.D.  
Superintendent  
1301 E. Orangethorpe Ave.  
Placentia, CA 92870

**(Always start by stating your pending retirement and date of said retirement)**

Please accept my official resignation from the Placentia Yorba Linda Unified School District,  
effective \_\_\_\_\_.

**(You may include some personal comments.)**

**Set the Appropriate Tone** - The letter should be in a professional tone while  
maintaining the friendly tone that has marked your tenure.

**Be Concise**

**Avoid Preaching** - "If only" sets a negative tone.

**Keep the Door Open** – At some time following retirement, you may decide to apply for  
substitute teaching or a consulting position.

**(Close with hopes for the future.)**

I have enjoyed working alongside many dedicated teachers during my tenure and I wish the  
best to my fellow teachers, support team, and administration. It has been a privilege to have  
taught the many students I have served over the years, and I wish them the greatest success  
along the paths in life that they have chosen.

Yours sincerely,

Your name  
School Assignment

cc – Rick Lopez, Human Resources  
, Principal