

**SAMPLE
LETTER OF RESIGNATION**

INSTRUCTIONS

You must file the original, signed letter of resignation with the Town Clerk's Office.

Please use the sample letter or compose your own.

- (1) First field: Enter your name, and then hit the Tab key.
- (2) Second field: Enter your street address, town, state, and zip code, and then hit the Tab key.
- (3) Third field: Enter today's date as month/day/year, and then hit the Tab key.
- (4) Fourth field: Enter the position you held: a regular member or an alternate member. Hit the Tab key.
- (5) Fifth field: Enter the name of the board, commission, or committee, and then hit the Tab key.
- (6) Sixth field: Enter the date your resignation becomes effective as month/day/year.
- (7) **Print the letter**, which is page 2 of 2.
- (8) **Sign the letter.**
- (9) **Mail or bring to:**

Town Clerk, Town of Simsbury
933 Hopmeadow Street
PO Box 495
Simsbury, CT 06070

The original, signed letter will become part of the Town's official records. The Town Clerk's Office will notify the First Selectman's Office upon receipt of your letter. You may send a copy to other officials.

We cannot accept a telephone call, Facsimile, E-mail or other electronic message as a resignation.

Please contact our office with any questions. Tel. 860-658-3243

Carolyn Keily, Town Clerk
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Ms. Keily:

I hereby resign my position as _____ member on the
_____.

Please notify the Board of Selectmen that the effective date of my resignation is
_____.

Sincerely,
