

(Sample Letter for Resignation/Retirement of Non-teaching Staff)

Date

Dear Mr/Mrs/Miss/Ms _____ (name)

Thank you for your letter of _____ informing us of your *resignation/retirement. On behalf of the School Management Committee / Incorporated Management Committee, I wish to inform you that the termination of your service from a (post) _____ in our school has been accepted as follows:

(a) Last date of employment: _____

(b) Forfeiture of salary in lieu of sufficient notice: _____ *Yes/No

- 2. Your provident fund payment and/or long service payment, as applicable, will be dealt with separately.
- 3. A Certificate of Service is attached for your retention.

Yours sincerely,

(_____)
Supervisor

c.c. EDB -- _____ District School Development Section
-- Recurrent Subventions Section

* Please delete as appropriate
Please delete if the staff has given sufficient notice of resignation