

Employee Name
Street Address
City, state, zip
Personal e-mail address

[Date]
[Superintendent's name]
[Address]
[City, state, zip]

Dear [Superintendent's name],

Today I submitted my resignation from the [insert name of local union], the Pennsylvania State Education Association, and the National Education Association. Enclosed is a copy of my letter to the union. My resignation is effective immediately. From this date forward, I am to be considered a non-union employee, and I hereby rescind my authorization for the deduction of union dues from my salary.

If there's anything else I need to do to make the withdrawal of my dues authorization effective, please contact me immediately.

Sincerely,

[Name]

Enclosures:
Copy of Union Membership Resignation