



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30720

wcsga.net • (706) 217-6780

tradition • purpose • excellence

Board of Education
Whitfield County School System
P.O. Box 2167
Dalton, GA 30722-2167

Dear Board of Education,

I, _____, wish to resign my position as an employee of the Whitfield County School System at _____ effective at the end of the day on _____ / _____ / _____ for the following reason(s):

- Resigning
- Retirement
- Family (including personal illness)
- Advance Study
- Acceptance of position with a school system in another state
- Acceptance of position with another Georgia school system
- Reduction in Force
- Failure to meet Certification Requirements

Comments:

Please list your home address and personal email below:

_____/_____/_____
Date

Signature of Employee
Send this form to your Principal or Supervisor after signing

Signature of Principal or Supervisor
Send this form to the HR Department after signing