



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30720

wcsga.net • (706) 217-6780

tradition • purpose • excellence

Whitfield County Board of Education

P.O. Box 2167

Dalton, GA 30722-2167

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 _____ School 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:

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_____/_____/_____
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