SAMPLE RESIGNATION NOTICES

Notices may be sent two ways:

1. Certified mail with return receipt requested.
2. Hand-delivered, but you must obtain a signed receipt for the notices.

As is the case with all important documents, you should store them in a safe, secure place.

NOTICE OF MEMBERSHIP RESIGNATION

To: President, _____ Federation of Teachers

I hereby resign from _____ Federation of Teachers and American Federation of Teachers. Make no more requests from _____ Board of Education for payments of dues to these organizations.

_____ _____
SIGNATURE DATE

ATTENTION: PAYROLL DEPARTMENT

To: Payroll Officer, _____ Board of Education

From: _____ _____
PRINT NAME DATE

Effective Immediately, no longer make any deductions from my salary for _____ Federation of Teachers or American Federation of Teachers. I am no longer a member of these organizations.

_____ _____
SIGNATURE DATE