

Eastport-South Manor Central School District

149 Dayton Avenue • Manorville, New York 11949 • (631) 801-3000 • Fax (631) 874-6750 • www.esmonline.org

JOSEPH A. STEIMEL
Acting Superintendent of Schools



LINDA ANNE WEISS
Assistant Superintendent for Personnel & Accountability
(631) 801-3022; Fax (631) 801-3017

In the event of a resignation, employees must give written notice to their supervisors. Teachers and Administrators are required to give 30 days notice as required under Education Law. The District requests at least 2 weeks notice from all other staff.

Ms. Linda Weiss
Assistant Superintendent for Personnel
Eastport/South Manor Center School District
149 Dayton Avenue
Manorville, NY 11949

Re: Resignation from District

Dear Ms. Weiss:

I hereby submit my irrevocable letter of resignation from my position as _____ at the _____ school, effective _____. My last day of work for the District will be _____.

Sincerely,

Employee Signature

Print Employee Name

Building Administrator's Signature

For Office Use Only:

Effective date of resignation for Board of Education action: _____

Date of Board of Education meeting: _____

APPROVED NOT APPROVED

Superintendent/Designee

Date