

ACCEPTANCE OF LETTERS OF RESIGNATION

The Southwest Technology Center Board of Education empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee. Receipt of a letter of resignation by the superintendent constitutes acceptance of such resignation by the board of education and releases the employee and the district from any and all further contractual obligations beyond the effective date of the resignation. Any resignation received by the superintendent is irrevocable. Any resignation hand-delivered or mailed to the superintendent by means other than by certified mail shall be a waiver of any employee's right to send the board a resignation by certified mail.

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either in person or by certified mail, the following statement:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Southwest Technology Center Board of Education, acknowledge receipt this date of a resignation from employment signed by _____, effective the ____ day of _____, _____. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

Superintendent

Employee

Date

Adopted: January 1994 as policy P-141
Revised: November 1995