



Date

To: Steve Chiaro, Superintendent
Warren City School District
105 High Street, N.E.
Warren, OH 44481

Dear Mr. Chiaro:

I hereby resign/retire (please circle one) from my position as a _____, in the Warren City School District, effective the close of the day _____.

Sincerely,

Signature of Employee

Employee Name (Printed)

cc: Treasurer's Office
Human Resources, Benefits Specialist
Supervisor/Building Principal