

SAMPLE RESIGNATION NOTICES

Notices can 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, _____ Education Association

I hereby resign from _____ Education Association, Tennessee Education Association, and National Education Association. 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

Immediately, no longer make any deductions from my salary for _____ Education Association, Tennessee Education Association or National Education Association. I am no longer a member of these organizations.

SIGNATURE

DATE
