



Mr. Thomas McGrath  
Assistant to the Superintendent, Human Resources  
Nassau BOCES Administrative Center  
71 Clinton Road  
Garden City, NY 11530

Dear Mr. McGrath:

Please accept my resignation as a \_\_\_\_\_ at  
(Position)  
\_\_\_\_\_ effective close of day \_\_\_\_\_.  
(School/Program) (Last day worked)

**Please indicate the reason for resigning your position:**

- ☐ New Position in Nassau BOCES: New Position \_\_\_\_\_  
New Program \_\_\_\_\_
- ☐ Relocating ☐ New Position Outside Nassau BOCES
- ☐ Retirement ☐ Personal Reasons

\_\_\_\_\_  
Employee Name and ID # (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date