

Date _____

Sheldon Jones, Superintendent
Richland Parish School Board
411 Foster Street
P. O. Box 599
Rayville, LA 71269

Dear Mr. Jones:

This letter will serve as notification to you that I am **retiring** from my
_____ position with Richland Parish School Board effective
_____ (day after last day worked).

Sincerely,

Signature

Type or Print Name

Address