

Employee Name  
Street Address  
City, state, zip  
Personal e-mail address

[Date]  
[Superintendent's name]  
[Address]  
[City, state, zip]

Dear [Superintendent's name],

Today I submitted my resignation from the [insert name of local union], the Pennsylvania State Education Association, and the National Education Association. Enclosed is a copy of my letter to the union. My resignation is effective immediately. From this date forward, I am to be considered a non-union employee, and I hereby rescind my authorization for the deduction of union dues from my salary.

If there's anything else I need to do to make the withdrawal of my dues authorization effective, please contact me immediately.

Sincerely,

[Name]

Enclosures:  
Copy of Union Membership Resignation