

**ACCEPTANCE OF LETTERS OF RESIGNATION**

The Holdenville Board of Education empowers the superintendent, as agent of the board, to accept letters of resignation from any school district employee. The superintendent's approval of the resignation constitutes acceptance of such resignation by the board of education and releases the employee and the district from any further contractual obligations beyond the effective date of the resignation. Any resignation approved by the superintendent is irrevocable.

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either in person or by certified mail, the following statement:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Holdenville Board of Education, acknowledge the receipt this date of a resignation from employment signed by \_\_\_\_\_, Effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My signature constitutes the acceptance of this resignation by the Holdenville Board of Education and releases the resigning employee and the Holdenville School District, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date