

City, Month day, 20xx

Mr./Mrs. First name Last name

Human Resources Department

Champlain College Lennoxville

2580 College Street

Sherbrooke, Quebec J1M 2K3

Dear Mr./Mrs. Last name:

**Subject: Resignation in accordance with Article 5-1.07 of the collective agreement**

I hereby wish to resign from my teaching position in the XXX department in accordance with Article 5-1.07 of the collective agreement.

Specify the reason(s) for your resignation.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union