



## **THINKING OF RESIGNING**

### **WHOM SHOULD I CONTACT?**

1. Email Rob Seeterlin, Human Resources Director for Instructional Staff at [seeterr@dearbornschools.org](mailto:seeterr@dearbornschools.org)
2. Copy David Hardoin, Instructional staff secretary at [hardoid@dearbornschools.org](mailto:hardoid@dearbornschools.org)



### **WHAT DO I TELL THEM?**

1. Effective date of your resignation
2. Why you are resigning by taking the Exit Survey  
<https://docs.google.com/a/dearbornschools.org/forms>

### **WHEN DO I TELL THEM?**

1. ASAP! The sooner the district knows, the easier it is for staffing for the next school year

### **WHERE DO I GO IF I NEED TO TALK IN PERSON?**

1. Rob and David are at Human Resources in Room 7 at the Administrative Service Center, 18700 Audette, Dearborn, MI 313-827-3068