

NOTICE OF RESIGNATION

I, _____, _____ (*officer position*) of the _____ Tax Ditch have resigned from my position as an Officer of the _____ Tax Ditch.

Effective Date: _____

I have turned over to _____ (*DNREC Drainage Program or new Tax Ditch Officer*) the following items and documents:

___ Financial Records – checkbook, bank statements, financial reports, CD’s, invoices, etc.

___ Administrative Records – formation documents, Court Order Changes, meeting minutes, maps, correspondence, etc.

___ Fixed Assets – rakes, shovels, printers, boots/waders, stamps, office supplies, etc.

Prior to resignation,

___ I have completed my duties to the best of my abilities and have authorized and/or paid the obligations of the tax ditch (approved invoices for work performed).

___ I was not able to complete all my duties and there are unpaid invoices or invoices expected to be submitted for work performed. The unpaid work is as follows:

Sincerely,

Date: _____

(printed or typed name of Officer)