

# SAMPLE UNION RESIGNATION NOTICES

Notices can be sent two ways:

1. Certified mail with return receipt requested.
2. Hand-delivered, but you must obtain a signed receipt for the delivery.

As is the case with all important documents, you should store them in a safe, secure place.

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## NOTICE OF MEMBERSHIP RESIGNATION

To: President, \_\_\_\_\_ Education Association

I hereby resign from the \_\_\_\_\_ Education Association, Idaho Education Association, and National Education Association. Make no more requests from \_\_\_\_\_ Board of Education for payments of dues to these organizations.

If you refuse to accept this letter as both an effective resignation and an immediately effective dues check-off revocation, I ask that you promptly inform me, in writing, of exactly what steps I must take to effectuate my revocation of the dues check-off authorization. More specifically, if you contend that I must meet a "window period" in order to revoke my dues check-off authorization, I ask that you promptly send me a copy of the actual dues deduction authorization form that I signed and also tell me specifically what "window period" dates I must meet in order to revoke the dues check-off authorization.

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SIGNATURE

Date

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## ATTENTION: PAYROLL DEPARTMENT

TO: Payroll Officer, \_\_\_\_\_ Board of Education

From: \_\_\_\_\_  
PRINT NAME Date

Immediately, no longer make any deductions from my salary for the \_\_\_\_\_ Education Association, Idaho Education Association or National Education Association. I am no longer a member of these organizations.

Idaho law makes it unlawful to deduct union dues from an employees wages without express written authorization and it states that an employee's dues authorization "may be revoked by the employee at any time by giving written notice of such revocation to the employer." (§ 44-2004.) Thank you for your assistance.

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SIGNATURE

Date