

LETTERHEAD

DATE

ADDRESS

Dear NAME:

Please accept my sincerest thanks for your dedicated service to Governor Shumlin and to the State of Vermont.

Following the election of a new Governor, there is a transfer of power that occurs, reflected in part by the Governor-Elect's prerogative to assemble a new team to lead and manage state government. As you know, in this transition period that process is now underway. Following the practice of former Governors, I am writing to respectfully request that you submit a letter of resignation effective January , 2017 and send it to:

NAME
Transition Office
128 State Street
Montpelier, VT 05633

My intent is to assemble a collaborative, competent energized team. If you are interested in being part of that, please indicate in your correspondence and briefly tell us what you would like to accomplish. We shall be back in touch as quickly as possible.

Thank you again for your dedicated service to the citizens of Vermont. I wish you all the best in your future endeavors.

Sincerely,

Governor-Elect