**RESIGNATION LETTER FOR TEACHER**

Francesca Hill  
1514 Medallion Rd.  
Beverly Hills, CA 90251  
(555) 555-5555

Belinda Thomas  
Superintendent  
Los Angeles Unified School District  
12 Parc St.  
Los Angeles, CA 90017

February 11th, 20XX

Dear Dr. Nyland,

This letter is to inform you that effective 6/1/20XX, I will be resigning from my position as 3rd Grade Teacher at South Shore Elementary School.

My time here has been a wonderful experience and the students at South Shore Elementary School are second to none. However, after careful thought and consideration my two-hour commute time is too cumbersome for me to continue. The school and school district itself is simply too far for me to have a positive work life balance.

Thank you for the positive support you have provided during my 30-year tenure, and I wish you along with the rest of the teachers all of the best. Please forward any outstanding Tax and Retirement information to the address above, along with any additional monies due to me as well.

Cordially,

Lindsey Stirling