**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

Dear [Name],

Please consider this letter to be my official notice of resignation as a curriculum writer at Bright Minds Learning Center. My last day will be Wednesday, Oct. 21, 20XX. My time at Bright Minds has made a significant impact on my professional aspirations and I have decided to continue my education by attending graduate school to study early childhood education. I highly value the time I have spent here and will miss working here, but unfortunately, I will not be able to balance a schedule as a graduate student and also fully dedicate myself to this position.

Although I will miss working with our team creating engaging lessons for students, I am excited to apply the institutional knowledge and best practices I learned here to my education as I pursue additional qualifications as an educator.

Thank you for being such a devoted mentor to me during my time at Bright Minds. I appreciate you allowing me to write creative lessons that address all learning modalities, enabling me to become a well-rounded educator. Your personal dedication to meeting with me, providing me with feedback and recognizing my success helped me realize that I want to make being an educator my lifelong career. I cherish the connections I have made here and hope that I can stay in touch with you and my other colleagues.

Before I leave, I plan to finish the lessons I am currently working on and create an itemized list of the parts of our curriculum that will need updates soon after I leave. I would be happy to train my replacement or create a central document explaining my duties to make it easier to hire a new curriculum writer. Please let me know if there is anything else I can do to make my absence easier on our team. I have the utmost respect for the amazing culture at Bright Minds and hope to be an active part in growing our team's impact even as I depart the company. Thank you again for the opportunity to work and grow as an educator.

All best,