760 Sage Drive

Gettysburg, PA 17325

Oct. 28, 2019

Dear Ms. Weaver,

I am writing to inform you that I am resigning from the post of English teacher at Bayside Elementary School. My final working day will be November 25.

My time at Bayside has been hugely enjoyable, and I really appreciate the opportunities I have been given here. I wish the faculty and students the best of luck for the future and will be happy to do whatever I can to help with a smooth transition.

Many thanks for the opportunities you have offered me.

Yours sincerely,

Beth Warrington