**RESIGNATION LETTER FOR TEACHER**

Dear Ms. Hendricks:

Please accept this letter as formal resignation from my position as Teacher for Newark Junior School with immediate effect. Today will be my last working day. I regret any inconvenience, but I have no choice.

I am not feeling well for some months, and my poor health has now started to affect my work. Therefore, I am not able to create workable lesson plans or impart lessons as I should be. The appointment I had with my doctor yesterday forced me to come up with this decision.

I understand that I need to provide one week notice of my intent to leave, and will not be eligible for any end-of-term benefits. Unfortunately, I will not be able to continue, owing to my deteriorating health condition. I am already in touch with the accounts office to arrange for my final salary.

I apologize for not being able to train my replacement but if things do not fall into place, please call me at (000) 457-7845, and I will come in and help out as often as my health permits. I would like to thank you for giving me the chance to obtain this fantastic teaching experience.

Sincere regards,

*(Signature)*

Sarah Hamilton
Teacher (Social Studies)
Newark Junior School