Brittney Pettes

123 Main Street, Anytown, CA 12345 · 555-555-5555 · brittney.pettes@email.com

September 1, 2018

Eleanor Acorn

Superintendent

Kakuro Central Schools

123 Business Rd.

Business City, NY 54321

Dear Ms. Acorn:

Please accept my resignation from my position as a fourth-grade Teacher at Kakuro Elementary School. My last day will be September 15, 2018.

My students have given me great pleasure over the years, and the administration has been very supportive during my tenure with the school district.

I wish you all the best. If I can be of any assistance to you during the remainder of the term, please let me know.

Sincerely yours,

Brittney Pettes

cc: David Sterns, Principal, Kakuro Elementary School

Laurie Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · laurie.jones@email.com

September 1, 2018

Dear Parents:

Please accept this letter as my regretful resignation from my position as a fourth-grade teacher at Lake Harkin Elementary. In just over a month, I will be taking a few years off to work with the Peace Corps. I have always been very passionate about volunteering, and through the program, my next opportunity will be taking me to Sri Lanka. I have thoroughly enjoyed teaching your children, and I look forward to the good I’ll be able to do overseas.

Ms. Michelle Warren will be replacing me as your children’s new teacher. She is a qualified, tenured teacher with an immense amount of elementary education experience, so I have no doubt that she is a perfect fit for the job.

In the coming weeks, the school will send out more information regarding the change and sign-ups for parent-teacher meeting dates so that you will all be able to meet her. I will be introducing her to your children on Wednesday of this week. During this transition, if you have any questions, please do not hesitate to contact me. My phone number is still my mobile phone, at (555) 555-5555.

I cannot thank you enough for the joy your children have given me this year. Working at LHE has been an incredible experience, and I will always look back on my years here with fond memories. Thank you for the opportunity to teach your children, and I do hope you will stay in touch. I am excited to learn about all the amazing things they will do in the future.

Sincerely,

Laurie Jones