Brittney Pettes  
123 Main Street  
Business City, NY 54321

June 1, 2020

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 June 15, 2020.

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