Francesca Hill  
1514 Medallion Rd.  
Beverly Hills, CA 90251  
(555) 555-5555

Belinda Thomas  
Superintendent  
Los Angeles Unified School District  
12 Parc St.  
Los Angeles, CA 90017

February 11th, 2017

Dear Mrs. Belinda Thomas,

I am writing this letter to officially notify you that I will be resigning from my current position as a Grade 6 Teacher at Westway Elementary School. My last day of work will be June 20th, 2017. I will be taking a different position here, in Beverly Hills.

I have already informed the principal and fellow staff members of my decision. We will be working together to make this transition as smooth as possible.

Teaching at Westway Elementary has been a genuine pleasure and has provided me with many valuable professional relationships.

If you have any questions or require more information, you can reach me by phone, or by email at: franhill@email.com.

Thank you for your time.

Sincerely,

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Francesca Hill  
Grade 6 Teacher  
Westway Elementary School