
Letter of Resignation Teacher

Sarah Johnson

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June 20, 2024

David Lee

Principal

Greenwood High School

789 Pine Street

Seattle, WA 98102

Dear David Lee,

I am writing to formally resign from my position as an English Teacher at Greenwood High School, effective July 20, 2024. This provides a notice period of 30 days, as stipulated in my employment contract.

I have thoroughly enjoyed my time at Greenwood High School and am grateful for the opportunities I have had to work with such dedicated colleagues and inspiring students. The support and encouragement from the administration and the community have been invaluable, and I appreciate the professional and personal growth I have experienced here.

Please let me know how I can assist in ensuring a smooth transition during this notice period. I am willing to help train a replacement and complete any outstanding projects to the best of my ability.

Thank you once again for the opportunity to be part of Greenwood High School. I look forward to staying in touch and wish the school continued success.

Sincerely,

Sarah Johnson