
Daycare Resignation Letter to Parents

Jessica Miller

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Dear Parents,

I am writing to inform you that I will be resigning from my position as the Lead Teacher at Sunny Days Daycare Center, effective January 2, 2025. This difficult decision comes as I plan to relocate to another state for family reasons.

Working with your children has been one of the most fulfilling aspects of my career. Their curiosity, joy, and energy have made every day rewarding, and I will deeply miss the opportunity to contribute to their growth and development. I am grateful for your support and the warm environment we have shared at Sunny Days.

To ensure a smooth transition, I am collaborating closely with our Director, Ms. Emily Tran, to identify a qualified replacement who shares our values and commitment to high-quality childcare. Over the next month, I will also be conducting handover sessions with the incoming Lead Teacher to ensure they are fully prepared to continue our daily routines and educational programs.



Please do not hesitate to contact me during this transition if you have any concerns or need further clarification about upcoming changes. I am here to assist and ensure that your children continue to receive the best care possible.

Thank you for trusting me with the care of your little ones. It has been a privilege to be part of their lives, and I look forward to hearing about their future achievements. Please keep in touch.

Warm regards,

Jessica Miller