

Resignation Acceptance Letter From Employer

Michael Anderson

Principal

Greenwood High School

456 Elm Street

Hometown, IL 62000

manderson@greenwoodhs.edu

555-987-6543

May 27, 2024

Jessica Taylor

Math Teacher

Greenwood High School

456 Elm Street

Hometown, IL 62000

Dear Jessica,

I am writing to formally acknowledge and accept your resignation from your position as Math Teacher at Greenwood High School, effective June 10, 2024. We understand and respect your decision to move on due to personal reasons.

I want to take this opportunity to express our sincere appreciation for your dedication and contributions to our school community. Your commitment to providing quality education and your positive impact on our students and colleagues have been truly valued.

During your notice period, we would like to ensure a smooth transition of your responsibilities. Please work closely with the administration and your fellow teachers to

finalize any pending tasks and provide necessary information to facilitate this handover. Your cooperation in this matter is greatly appreciated.

If there is anything we can do to assist you during this transition period, please do not hesitate to let us know. We are committed to supporting you as you complete your tenure with us.

On behalf of the entire school community, I would like to thank you once again for your service and wish you all the best in your future endeavors. We hope you stay in touch and share your progress and achievements.

Sincerely,

Michael Anderson

Principal

Greenwood High School