
Resignation Acceptance Letter and Relieving Letter

Michael Anderson

Principal

Greenwood High School

456 Elm Street

Hometown, IL 62000

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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.

We would like to express our sincere appreciation for your dedication and contributions during your tenure at our school. Your commitment to providing quality education and your positive impact on our students and colleagues have been truly valued.

As part of the resignation process, this letter also serves as your official relieving letter. Your last working day will be June 10, 2024, and you will be relieved of your duties and

responsibilities as of that date. Please ensure that all necessary handovers are completed and any pending tasks are finalized before your departure.

Your cooperation in ensuring a smooth transition is greatly appreciated. If there are any documents or information that need to be handed over, please coordinate with the administration to complete these tasks.

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