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Resignation Acceptance Letter to Employee

**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 respect your decision and understand the personal reasons that have led you to this choice.

We deeply appreciate your dedication and the positive contributions you have made during your time with us. Your commitment to excellence in teaching and the care you have shown for your students have significantly enriched our school community.

To ensure a smooth transition, we kindly ask you to complete all pending tasks and assist in the handover process. Please work with your colleagues and the administration to make this transition as seamless as possible. Your cooperation in this matter is greatly valued.

If there is any assistance you require during your notice period or if you need any support in the future, please do not hesitate to reach out. We are here to help in any way we can.

On behalf of the entire Greenwood High School community, I want to thank you for your service and dedication. We wish you all the best in your future endeavors and hope you remain in touch.

Sincerely,

**Michael Anderson**Principal  
Greenwood High School