
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