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# Resignation Acceptance Letter with Notice Period

**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, as per the notice period stated in your resignation letter dated May 27, 2024.

We appreciate your dedication and contributions during your tenure at our school. Your commitment to providing quality education and support to our students has been greatly valued, and you will be missed by both your colleagues and your students.

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As you transition out of your role, we would like to ensure a smooth and efficient handover 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 transition. Your cooperation in this matter is greatly appreciated.

We understand that your decision to resign is based on personal reasons, and we respect your need to move forward. Should you require any assistance or have any questions during this notice period, please do not hesitate to contact me directly.

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.

Sincerely,

**Michael Anderson**

Principal

Greenwood High School