

Primary School Resignation Letter

April 1, 2012

Peter Sellers
21 Mormon Street,
New York, NY

Candice Crain
Wilson High School,
22 Villa Avenue,
New York, NY

Dear Ms Crain,

I would like to formally inform you of my decision to resign for the post of the 4th grade teacher with Wilson High School effective 1st April, 2012. I have decided to take up an assignment as a Teacher with XYS High School. My resignation would be effective the 1st of April and my last working day would be 1st of May 2012.

I would like to thank you for the professional and personal development opportunities that you have provided me during the seven years that I was employed at Wilson High School. I have enjoyed working for under your guidance and leadership at Wilson High School and appreciate the support provided me during my tenure with the Institution.

I will ensure that a proper transition of my responsibilities is carried out and will also be available to train my replacement if required. If I can be of any help during this transition, please let me know.

Sincerely,

Peter Sellers