

# **School Resignation Letter For Teachers**

**Emily Roberts**

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**June 21, 2024**

**Mr. David Thompson**

**Greenfield High School**

**123 School Lane**

**Greenfield, CA 93927**

Dear Mr. Thompson,

I hope this letter finds you well. It is with a mix of emotions that I submit my resignation from my position as 10th Grade English teacher at Greenfield High School, effective July 31, 2024.

Over the past eight years, I have had the privilege and honor of teaching at Greenfield High School. This decision has not been easy, but it is one that I feel is necessary for my personal and professional development.

I am incredibly proud of the work we have accomplished together and the impact we have had on our students' lives. The support and collaboration of my colleagues and the administration have been invaluable, and I will always cherish the relationships I have built during my time here.

Please rest assured that I am committed to ensuring a smooth transition. I will work closely with my replacement and the administration to ensure that my departure does

not disrupt the learning experience of my students. I am also happy to assist in any way possible during the transition period.

Thank you for the opportunities and support you have provided me throughout my tenure at Greenfield High School. I am grateful for the experiences and growth I have gained here, and I will carry these lessons with me into the next phase of my career.

If you have any questions or need further information, please do not hesitate to reach out to me.

Wishing Greenfield High School continued success and growth.

Sincerely,

**Emily Roberts**

10th Grade English Teacher

Greenfield High School