
Teacher Resignation Letter to Parents

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Dear Parents and Guardians,

I hope this letter finds you well. It is with a mix of emotions that I write to inform you of my decision to resign from my position as 4th Grade teacher at Springfield Elementary School, effective July 31, 2024.

Over the past five years, it has been my privilege and honor to teach your wonderful children. I have cherished every moment spent in the classroom, witnessing their growth, curiosity, and enthusiasm for learning. This decision has not been easy, but it is one that I feel is necessary for my personal and professional development.

I am proud of what we have achieved together. Your support and involvement in your children's education have been invaluable, and it has made a significant difference in their academic journey. As I move on to the next chapter of my career, I will always hold fond memories of our time together and the special bonds we have formed.

Rest assured that Springfield Elementary School is committed to ensuring a smooth transition. The administration is already in the process of finding a suitable replacement, and I am confident that your children will continue to receive the high-quality education they deserve. In the meantime, I will do my best to support the transition and ensure that the remaining weeks are productive and positive.

Thank you for your understanding, support, and trust over the years. If you have any questions or concerns, please do not hesitate to reach out to me.

Wishing you and your children continued success and happiness.

Warm regards,

Sarah Johnson

4th Grade Teacher

Springfield Elementary School