**[Name]**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Dr. Aiken,

Please accept this letter as my official resignation from my position as 2nd grade teacher with the New Parkland Elementary School. My final day of employment will be June 7, 2015. After much contemplation, I have made the decision to focus my attention on my family’s needs at home.

I have thoroughly enjoyed my time here and am honored to have had the chance to touch the lives of so many children. It has been as much a pleasure to learn from them as it has been to teach them. Thank you so very much for the opportunity.

I will work hard in my final days of employment to complete all of the required paperwork and duties assigned to me. I am happy to assist in making the transition as seamless as I can. Please let me know if you need any additional information and do not hesitate to reach out with questions by phone at (555) 987-1234 or email at debra@higgins.com.

Sincerely

Debra Higgins