Mr. Phillip Cotler  
Principal  
Southfield High School  
7233 Walter Road  
Medina, OH 87268

Dear Mr. Cotler:

Please accept this resignation from my position as a Teacher’s Assistant at Southfield High School effective from June 21, 2014. While the decision to leave was not easy due to the fact that I am emotionally attached to the school, I have no choice but to leave.

I will be relocating to Brookpark at the end of June and it will be difficult for me to commute to Medina to work once I have moved. I am immensely grateful for the various skills that you allowed me to gain whilst I was in your employments and any subsequent position that I gain will be thanks to the experience that Southfield High School has given to me.

During the time that I have spent at Southfield High School, I took the opportunity of documenting my work (lesson plans, materials and activities) which can be used as reference points for someone whom you intend to hire in my place. Of course, I will be available to provide assistance in training my replacement and will hand over all that was my responsibility to you before I leave.

Working under your supervision was a great experience and I would like to thank you for being patient with me during my training period. Please let me know if there is anything that I need to do in order to make the changeover process smoother.

Sincerely,

Tamara Lee

Tamara Lee  
Teacher Assistant  
Southfield High School