August 5, 2018

Mr. Richard Rich  
Principal  
Nashville High School  
9902 Franklin Street  
Evanston, IL 77363

Dear Mr. Rich:

This letter is a formal resignation from my position as an English Teacher for Nashville High School. Please consider this letter one week notice of my intent to leave. January 19 will be my last working day.

Due to some domestic problems, it is becoming exceedingly difficult for me to take care of my children and manage school work simultaneously. It makes me very sad to leave the place that I have worked for more than three years. What Nashville High School gave me in terms of experience and confidence, no other workplace could possibly will. I have had the opportunity to learn from my peers and my students equally, and I am confident that I made some difference to their lives at some point too.

I intend to hand over all my work responsibilities to whomever you choose to replace me within the next few working days and will start the procedure immediately. I appreciate your understanding of my problems.

Thank you for being such an essential part of my life, and you will remain so.

Truly yours,

(Signature)  
Cynthia Armadillo  
English Teacher – Grade 3