Dear Ms. Lere and Mrs. Duffney,

I hope you are both doing well!

I am writing to formally submit my resignation from my ADSIS Interventionist position at Northome School, as I have recently accepted a teaching position at Red Lake Elementary. My intended last day of employment at Northome is Friday, October 30, as I am scheduled to begin my new position on Monday, November 2.

This was a decision I made with careful consideration, as the opportunity at Red Lake Elementary more closely aligns with my long-term career goals and my desire to be a classroom teacher.

I wanted to provide notice ahead of MEA break to allow as much time as possible for planning and preparing for this transition. I am very grateful for the opportunity to have been part of Northome School and truly appreciate the experiences, personal growth, and relationships I have gained during my time here.

I will ensure that my intervention materials, lesson plans, and documentation are organized and ready to support whoever steps into the position next. I will also communicated this with my coworkers, so they are aware.

If there is anything else I can do to assist during the coming weeks, or if you would like to meet to discuss the transition further, I would be more than happy to do so!

Thank you again for welcoming me into the Northome School community. I wish the staff and students continued success!

Sincerely,
Lexi Heppner