

Dear Dr. Conway,

Please accept this letter as formal notification that I am resigning from my position as Music Instructor with the Derby Public Schools. My last day will either be the contractual thirty days or earlier, if released per the district's decision.

I would like to thank you for the opportunities I have been provided with. The experience has been an excellent one overall and one I continue to use in all aspects of my teaching. Teaching in Derby has taught me so many skills that I look forward to utilizing in my future endeavors. It has been a pleasure teaching under your administration and I look forward to cooperative opportunities with the exceptional staff.

During my final time at Derby, I'd like to have a smooth transition for the students and for administration, including assisting with any transitional activities with the new instructor, assisting with the interview process, and possibly having the new teacher work a few days with me to become accustomed to working with our students. I have met with colleagues to discuss the transition and how I can serve as a resource to them upon my departure.

Thank you,  
Amy Hannequin