

April 5, 2016

Dr. Crystal Johnson  
Principal/Superintendent  
350 Chicago Street  
Rossville, IL 60963

Dear Dr. Johnson,

Please accept this letter as notice of my resignation from my position as a 2<sup>nd</sup> grade teacher at Rossville-Alvin Grade School. My last day of employment will be May 26, 2016.

I received an offer to teach 2<sup>nd</sup> grade where my fiancé lives, and after careful consideration, I realize that this opportunity is the right one for me at this time.

It has been a pleasure working with you and your teaching team over the last two years. The students and staff are absolutely amazing and I could not have asked for a better school to start my teaching career in. I have grown so much as an educator and I could not have done it without your help and assistance.

Thank you again for the opportunity to work for Rossville-Alvin Grade School. I wish you and your staff all the best and I look forward to staying in touch with you. I will miss you all so much! You can email me anytime at [atrotter117@gmail.com](mailto:atrotter117@gmail.com) or call me at (815) 954-7772.

Sincerely,

Alyssa Trotter