

July 6, 2016

Dear Mr. Youngblood,

This letter is to inform you that I have chosen to resign from my job as a second grade teacher at Waskom Elementary.

My last day of work will be July 6, 2016. I will be sure to follow the necessary protocol for leaving. Please let me know if there is anything additional I need to do.

I appreciate the professional development and growth from Waskom Elementary, and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.

I wish you, and Waskom Elementary continued growth and success in the future.

Sincerely,

Kayleigh Vowell