Dear Dr. Wise.

I am writing to formally resign from my position as the School Social Worker at Lakeview Junior High, effective October 10th, 2025. This will be my last working day.

I want to express my sincere gratitude for the opportunities and experiences I've had during my time here. It has been a pleasure working with you, my team, my students, and their families. I have learned so much from my experiences here that I will carry forward in my career!

Please let me know how I can assist in the transition process to ensure a smooth handover of my caseload and responsibilities.

Thank you again for the support during my time at Lakeview.

Sincerely,

Antoinette Zaino