

Sheridan School District
435 South Bridge St.
Sheridan, OR 97378

Please accept this letter as my two-week's notice of resignation. My last day of work will be January 18, 2013.

While I have been very satisfied here at the school, I have decided to make this move to advance my career. I have enjoyed working with you and appreciate the opportunities I have been given here.

I will do my best to hand off my current projects prior to January 18th. Please let me know if you need my help in any other way.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Peters". The signature is written in dark ink and is positioned below the word "Sincerely,".

Jessica Peters