

July 20<sup>th</sup> , 2022

To Whom It May Concern:

I am writing today let you know that I regrettably have to resign from my position at Newhalen School. Due to unforeseen medical reasons I need to stay home to help take care of my family. I have thoroughly enjoyed my service as a preschool teacher at Newhalen School, and hope to return one day. Thank you for your understanding.

Sincerely,  
Sarah Armstrong