

John Di Filippo
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8/12/2015
Ms. Iretha Brown
Principal
Maya Angelou Elementary School
15748 Page Ave
Harvey, Il 60426

Dear Ms. Brown,
Please accept this letter as notice of my resignation from my position as physical education teacher. My last day of employment will be August 21, 2015.

I received an offer to serve as physical education instructor of a Chicago Public School close to my house, and after careful consideration, I realize that this opportunity is too exciting for me to decline. It has been a pleasure working with you and your staff over the last two years.

I would like to help with the transition of my teaching duties so that physical education for the students continues to function smoothly after my departure. I am available to help recruit and train my replacement, and I will make certain that all reporting and records are updated before my last day of work.

Ms. Brown, thank you again for the opportunity to work for Maya Angelou and District 152. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at johndifilippo@yahoo.com or call me at 773-936-6808.

Sincerely,

John Di Filippo