January 1, 2019  
  
John Smith  
john@smith.com  
888-888-8888  
123 Road, St., New York NY 11121  
  
Sam Elementary School  
Ian Doe  
ian@company.com  
School Coordinator/Principal  
123 Business Road, New York NY 11121  
  
Dear Ian —  
  
This letter is to inform you that I would like to resign from my position as a 3rd Grade Teacher from Rock Sam Elementary School. I'd like to sincerely thank you for the opportunity to be part of this team and community. Being able to interact with these great children on a daily basis is something I will truly cherish. I cannot thank you enough for taking a risk on me and teaching me invaluable skills that will help me propel my career going forward.  
  
Please let me know how I can assist in this transition and ensure the continued success of the company.  
  
Thank you so much for the opportunity to be able to work with you.  
  
Sincerely,  
John Smith