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March 21, 2024

Dear Mr. Boyer,

I am writing to formally announce my resignation from my position as the 7th grade teacher at Richmond Elementary School, effective Friday, June 7, 2024.

It has been an immense privilege to be a part of Richmond for the past year and a half. The decision to resign was not easy and took a lot of contemplation. Personal reasons, primarily wanting to be home with my young children have led me to this decision.

I want to express my profound gratitude for the opportunities to grow both professionally and personally during my time here. Working alongside dedicated colleagues and having the chance to shape young minds has been genuinely rewarding. I am confident that the skills and experiences I've garnered here will benefit me in my next endeavors.

Please let me know of the steps I should take during this transition phase to ensure that the handover process is seamless for my successor.

Thank you for your guidance, support, and understanding. I hope to stay in touch, and I look forward to seeing Richmond continue to thrive.

Warmest regards,



Andrea N. Prettyman

