

# Lydia Rogers

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**Lydia Rogers**

London, UK, 9 February 2024

Dear Mr. Anderson,

I am writing to formally resign from my position as a Math Teacher at St. Mary's High School. My last working day will be 31st April 2024, in line with the notice period outlined in my contract.

I want to express my heartfelt gratitude for the valuable experiences and professional development I've gained during my tenure at St. Mary's. It has been an honour to contribute to the education of our students and work with talented teachers and colleagues.

While I have thoroughly enjoyed my time at this school, I believe it is the right moment to explore new opportunities. I am dedicated to facilitating a seamless transition for my successor and can assist in any capacity required, whether through training the incoming teacher or documenting essential processes.

Thank you for your understanding, and I am eager to finish my remaining tasks and ensure a smooth handover.

Sincerely,

Lydia Rogers