May 23, 2016

Sarah Brusky  
Parallel Education  
4501 Washington Avenue  
Racine, WI 53405

Dear Sarah,

I am writing to formally notify you that I am resigning from my position as substitute teacher. I was recently offered a full time position as a second grade teacher at Renaissance School. I have decided to accept this offer, as it is the next step in my career path. My last day of work with Parallel Education will be June 3, 2016.

I would like to thank Parallel Education for the valuable knowledge and experience that I gained as a substitute teacher. It allowed me to begin my career as an educator, and begin working with students. I gained many insights into classroom management and teaching strategies. Being able to experience many different grade levels and subject areas has help me to determine my preferences.

I appreciate the opportunity that Parallel Education has provided. I will be sure to recommend Parallel Education to any prospective substitute teachers.

Thank You,

Emily Jacobson  
7140 Aspen Court  
Franksville, WI 53126  
(262) 902-3378