

January 5th, 2024

Dear Anthony and Catie,

This letter is to formally notify you that I will be resigning as a teaching assistant at the middle school. My last day will be Friday, January 26th, 2024.

I want to thank you and the middle school administration for giving me the opportunity to be a part of your department and community these past couple of years. It has been such a joy being in the middle school skills classroom and I will forever cherish the bonds I was able to make with the students and teachers in the classroom. I appreciate the opportunity to grow as a teaching assistant and I am excited to take the next steps of my career.

During the next couple weeks, I will do my best to assist with my transition out of the classroom and help to make it as seamless as possible for the students. If there is anything I can do to help during this process please let me know.

I wish you the best throughout the remainder of the school year!

Sincerely,  
Jessalynn Crusado