

Cenzie N. Rushton
305 Dogwood Dr.
Celina, OH 45822

April 01, 2020

Dear Mr. Metz,

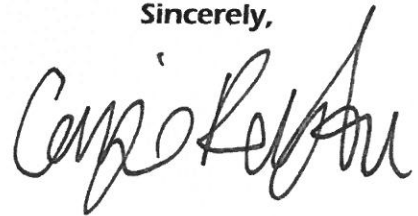
Please accept this letter as formal notification that I am resigning from my position as an English Teacher with Celina High School. My last day will be the final day of the 2019-2020 contractual school year.

Thank you so much for the opportunity to work in our amazing school for the past two years and for a compassionate and mentoring principal. I've greatly enjoyed and appreciated the opportunities you have given me. I've had to grow each day as a communicator, and I've learned the tremendous values in being both flexible and patient, all of which I will take with me throughout the next steps in my career.

During the summer, as I finish out my contract, I'll do everything possible to wrap up my duties and help whoever you hire feel as prepared as possible. Please let me know if there's anything else I can do to aid during the future transition.

I wish the school district continued success, and with us continuing to live here in Celina, I plan to be a huge advocate for all you and the staff do for our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cenzie Rushton', written in a cursive style.

Cenzie Rushton

P.S. Please note our new address at the top of the letter and make any changes to my information. This way if any mail needs sent to me, it will get to the right place.