

50 Julie Street
Newark, NJ 70885
September 1st 2018



International Academy of Jeffrey Charter School
80 Jeffrey Street
Newark, NJ 70885
Principal Donnie

Dear Donnie,

I would like to inform you of my resignation as a Building Substitute teacher at International Academy of Jeffrey Charter School effective on January 5, 2018. My decision to resign stems from recently being blessed with an opportunity to be a full time student at Rutgers University upon acceptance last week. I am sorry to be leaving this job so abruptly, but furthering my education is crucial for my personal development. Within these next 3 weeks I am more than willing to train the new substitute for this position. Working here was truly a huge growing experience for myself and I'm glad I was given this opportunity. Thank you so much for everything, I wish you and the school the very best.

Sincerely,

Brittany
Secretary

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