

William Rodriguez

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June 7, 2021

Rebecca Lee
Principal
FMA Middle School
123 Business Rd.
United Kingdom, 54321

Dear Ms. Lee:

It greatly saddens me to send you this letter of resignation. Effective the end of this month, I will no longer be working here as a P.E. teacher.

Recently, I have been noticing some changes in many aspects of my life, both personally and professionally. I have been overly exhausted, constantly in pain, and feel that my productivity has been cut in half. I went to a doctor, and I have been diagnosed with Fibromyalgia, a condition that involves chronic pain and soreness. Because of the high activity level consistent with my work, I am no longer able to teach my students effectively, and I do not want them to be impacted by this. My doctor agreed with me that this is the best decision for all involved.

I have so enjoyed my time here at FMA Middle School. My work gave me great satisfaction, and I never will forget the last 20 years of incredible friends and colleagues that I have gained. I hope we will still stay in touch despite my early exit.

Please let me know if there is any way I can help in finding my replacement. Although I no longer can do the work I once could, I hope to remain a resource and that we will stay in touch. Thank you so much for all the opportunities, and I wish everyone at FMA the very best.

Sincerely,

Signature (hard copy letter)

William Rodriguez