

Laxmi Singh

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Subject: Resignation- Teaching Assistant (Support Room)

Dear Mrs. Polikoski,

Please accept this letter as formal notification that I am resigning from my position as Teaching Assistant at Glen-Worden effective April 25th, 2025.

My decision to leave is due to a new opportunity that aligns with my career goals, making a wider impact on families and communities. I am grateful for the opportunities I've had to learn and grow during my time at Glen-Worden. I appreciate the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition during my remaining time here. Please let me know how I can best assist in the handover of my responsibilities and training of my replacement.

I highly recommend Jane Rockstroh for this position. I believe she would be an excellent fit for this role. She is highly skilled with years of working with the children at Glen-Worden and have consistently demonstrated her ability to show love and care for our students. Her strong problem- solving skills and collaborative spirit make her an asset to the team. I am confident she can take on this role and excel.

Thank you once again for the opportunity. I wish you and Glen- Worden continued success in the future.

Sincerely,

Laxmi Singh (Jen)