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Mrs. Deb Brown
Principal, Gallatin County Upper Elementary School
50 Paw Print Path
Warsaw, KY 41095

Dear Mrs. Brown,

I am writing this letter to announce my resignation from the Upper Elementary School for the current school year, 2011-2012, effective two weeks from this date.

This was not an easy decision to make, on my part. The past few years at the Gallatin County Schools have been very rewarding. I've enjoyed working for you and with a very successful team dedicated to students' education and their well - being.

My husband and I have been offered a position on a Boys Ranch in New Mexico. My husband feels that we should take it. I have some mixed feelings about it. I told him, along with the ones doing the hiring, how I felt. I told them I would give it a try until June.

If a position should become available here for the next school year, 2012-2013, that I am qualified for, I would really like to be considered.

Thank you for everything. I have thoroughly enjoyed working here. I will miss everyone, including the students. If there is anything I can do to make this transition easier, please feel free to let me know.

Respectfully yours,

A handwritten signature in blue ink that reads 'Karla Wooten'. The signature is written in a cursive, flowing style.

Karla Wooten