

Good afternoon, everyone,

I hope this message finds you well. Today, I wanted to share some personal news with you. After much reflection, I have decided to step down from my role as Educational Coordinator. This decision was not easy, but I believe it is the right time for me to embark on a new journey and explore new opportunities.

I am incredibly proud of what we have accomplished together. We have made remarkable strides in enhancing our educational programs and supporting our students. It's been a privilege to work alongside such dedicated and passionate colleagues.

I am confident that this team will continue to flourish and reach new heights. Each one of you brings unique talents and insights that contribute to our shared success. Please know that I am cheering for you every step of the way.

Thank you for your support, friendship, and the amazing experiences we've shared. I am excited to see all the great things that lie ahead for our school.

Warm regards,

[Your Name]