

# English for All Language Institute

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**HOLLY A. BROOKS**

English for All Language Institute  
Easton Divide New Julio  
Nevada, USA

February 14, 2024

**MS. ALEXA MINCHIN**

*Human Resource Manager*  
English for All Language Institute  
635 Easton Divide New Julio  
67321-7484 Nevada, USA

Dear Ms. Minchin,

Please accept this letter as a formal notification that I am resigning from my position as a Language Teacher at English for All Language Institute effective March 15, 2024.

I have recently accepted a position as a Linguistic Advisor at an international language school in the Philippines. I think that this new opportunity is aligned with my expertise and long-term career goals.

I would like to take this chance to express my gratitude to the company for letting me work with outstanding staff. The knowledge and experience I have gained at EALI will surely be a great help in my future endeavors. Your kind encouragement assured me of my ability to deal with all aspects of this institution, and I am truly grateful for that.

If there is anything that I can do to make my departure easier, please let me know. I am willing to assist in the transition if needed.

Yours sincerely,

**HOLLY A. BROOKS**

*Language Teacher*