

Nicole Simkins
217 E. Tazewell St
Tremont, IL. +1568
June 19, 2026

Sally Timm
Principal
Midwest Central Primary School
450 Southmoor Ave
Manito, IL. 61546

Dear Sally Timm:

Please accept this as my official letter of resignation from the position of Fifth Grade Social Studies/Science teacher at Midwest central Primary School. I want you to know that when I returned to MWC I had not planned on leaving the district. However, an opportunity presented itself to work for the district that I live in and had previously worked for as a paraprofessional many years ago.

I am in the process of organizing all the curriculum for SS/Science and I would ask to be able to have access to my One Drive for MWC until I have completed this process.

Depending on the accessibility of the primary school, my last official day could be July 10th. That should give me enough time to get my items from the room and to get the curriculum organized.

Please let me know if this is possible. I will be out of town from June 21st-June 26th.

Thank you for everything and I know that you will be amazing in your new role!

Sincerely,

Nicole Simkins