

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [School/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and took a lot of consideration.

During my time here, I have learned and grown immensely in my role and am grateful for the opportunities presented to me for professional development. I want to thank you and my colleagues for the support and guidance throughout my tenure.

As I move on to pursue [briefly mention future plans, e.g., a new opportunity, further education], I will carry the experiences and lessons from my time at [School/Organization Name]. I am committed to ensuring a smooth transition and will do my best to assist in the handover process.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]