

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally resign from my position as a [Your Subject/Grade] teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe it is time for me to pursue an opportunity that aligns more closely with my career goals.

I am extremely grateful for the opportunities I've had at [School's Name] and for the support provided by you and my colleagues. I have enjoyed teaching and learning alongside our students and appreciate all the growth I have experienced during my time here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. I will do all I can to assist in training my replacement and completing outstanding tasks.

Thank you once again for everything. I hope to stay in touch, and I wish [School's Name] continued success in the future.

Sincerely,

[Your Name]