

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 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. I have enjoyed my time at [School's Name] and am grateful for the opportunities I have had to work with such wonderful students and faculty.

I will do everything possible to ensure a smooth transition before my departure. Please let me know how I can help during this process.

Thank you once again for the support and guidance you have provided during my time at [School's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]