

Resignation Letter Template

[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 teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

Having worked here for [duration of employment], I am grateful for the opportunities to grow professionally and personally. I cherish the experiences and memories made with both the students and faculty. However, due to [brief reason for resignation, e.g., personal circumstances, pursuit of other opportunities], I have decided to take this step.

I will do my utmost to ensure a smooth transition for my students and colleagues during my remaining time at the school. Thank you once again for everything. I hope to stay in touch and wish [School's Name] continued success in the future.

Sincerely,

[Your Name]