

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 of the letter]. This decision comes with a heavy heart, as the time I have spent at this wonderful institution has been truly rewarding.

Teaching at [School's Name] has been an enriching experience that I will cherish for the rest of my life. I am immensely grateful for the support and guidance from you and my fellow staff members. I have grown both personally and professionally, and I will always carry the valuable lessons learned here.

The relationships I have built with my students and colleagues will forever hold a special place in my heart. I am proud of the contributions I have made to our students' growth and learning. I look forward to staying in touch and seeing the school continue to thrive.

Thank you once again for everything. I hope to leave a lasting positive impact and wish the school continued success in the future.

Sincerely,

[Your Name]