

Resignation Letter

Date: [Insert Date]

[Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. It is with a heavy heart that I submit my resignation from my position as a teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to pursue [brief explanation of the reason, e.g., other professional opportunities, personal reasons, further education]. This decision was not easy, as my time at [School's Name] has been immensely fulfilling and rewarding. I will always cherish the moments spent with my students and colleagues.

I am incredibly grateful for the support, guidance, and opportunities for professional growth that I have received during my tenure here. I appreciate all the wonderful experiences and the friendships I have made.

During my remaining time at the school, I am committed to ensuring a smooth transition for both my students and my successor. I am happy to assist in any way possible to help find and train a suitable replacement.

Thank you once again for your understanding and support. I truly wish [School's Name] all the best in the future.

Sincerely,

[Your Name]

[Your Contact Information]