

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

This decision was not an easy one to make, as my time at [School's Name] has been filled with wonderful experiences, growth opportunities, and supportive colleagues. I am truly grateful for the guidance and encouragement I received, both professionally and personally.

I will ensure a smooth transition for my students and fellow staff members by completing all necessary preparations and providing any assistance needed in the handover process.

Thank you once again for your understanding and support during my time at [School's Name]. I look forward to staying in touch and wish the entire school community continued success in the future.

Sincerely,
[Your Name]