

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 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. However, after much thought, I believe it is in my best interest to pursue new opportunities.

I am grateful for the experiences I have gained during my time at [School's Name]. I appreciate your support and guidance, as well as the friendships I have built with both colleagues and students.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of [School's Name]. I wish you and the school continued success in the future.

Sincerely,

[Your Name]