

Letter of Resignation

[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 made lightly, but I believe it is in my best interest for personal reasons.

I am truly grateful for the opportunities I have had during my time at [School's Name]. It has been a pleasure working with the students and my colleagues, and I will look back on my experience here with fond memories.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]