

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Childcare Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Childcare Facility Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, but after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals.

I want to express my heartfelt gratitude for the chance to work with an amazing team and to contribute to the development of the children in our care. I have greatly enjoyed my time here and have learned so much during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities seamlessly. Please let me know how I can assist during this period.

Thank you once again for the opportunity. I hope to keep in touch in the future.

Sincerely,

[Your Name]