

# Resignation Letter

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I am writing to formally resign from my teaching position at [School's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have accepted an opportunity for career advancement that aligns with my long-term professional goals.

I am incredibly grateful for the support and guidance I have received during my time at [School's Name]. It has been a pleasure working with you, my colleagues, and the wonderful students.

I am committed to ensuring a smooth transition and will do everything possible to assist in wrapping up my responsibilities. Please let me know how I can help during this transition period.

Thank you once again for the opportunities and experiences I have gained at [School's Name]. I look forward to staying in touch and wish you and the school continued success.

Sincerely,

[Your Name]

[Your Contact Information]