

# 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 for me to make, but after careful consideration, I have decided to pursue a different career path.

I am grateful for the opportunities I have had to work with the students and to contribute to the educational community at [School's Name]. I appreciate the support and guidance you and my colleagues have provided during my time here.

During my remaining time, I will ensure a smooth transition for my students and assist in any way possible. Please let me know how I can help during this process.

Thank you once again for everything. I hope to stay in touch and wish you and the school continued success.

Sincerely,

[Your Name]