

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 [Your Teaching Position] 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, as I have enjoyed working with the faculty and students at this institution.

However, I have been offered a new opportunity that I believe is the right step for my career growth. I am grateful for the support and experiences I have received at [School's Name] and will cherish the memories made here.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process. Please let me know how I can help during my remaining time here.

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

Sincerely,

[Your Name]