

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 teaching position at [School's Name], effective [Last Working Day, e.g., two weeks from today]. This decision comes as I have decided to pursue further education in [specific field or subject], which I believe will enhance my knowledge and skills in education.

Working at [School's Name] has been a truly rewarding experience. I am grateful for the support, guidance, and the opportunity to work with students and fellow educators during my time here.

I will do everything possible to ensure a smooth transition and to assist in transferring my responsibilities to another educator. Please let me know how I can help during this period.

Thank you once again for your understanding and support. I look forward to staying in touch and hope to return to [School's Name] in the future.

Sincerely,

[Your Name]