

# Resignation Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Principal's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

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

This decision was not easy and came after careful consideration. I have decided to relocate to [New Location] due to [brief explanation of the reason, e.g., family commitments, new job opportunity, etc.].

I want to express my heartfelt gratitude for the opportunities I have had at [School Name]. It has been a pleasure to work with an outstanding staff and to educate such wonderful students. I truly value the experiences and friendships I have made during my time here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can help facilitate this process.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [School Name] continued success in the future.

Sincerely,  
[Your Name]