

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient 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]. After much consideration, I have decided to pursue my dream of starting my own business.

Teaching at [School Name] has been a fulfilling and enriching experience. I am grateful for the support and opportunities I have received during my tenure and I cherish the relationships I've built with my colleagues and students.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in the handover process.

Thank you once again for your understanding and support. I hope to keep in touch and wish the school continued success in the future.

Sincerely,

[Your Name]