

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, typically two weeks from the date above], to take a sabbatical for personal and professional growth.

This decision was not made lightly, as I have truly enjoyed being part of the [School's Name] community and working with the students and faculty. I believe that this sabbatical will allow me to recharge and return with new ideas and perspectives to contribute to education.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure. Please let me know how I can assist during this process.

Thank you for your understanding and support. I hope to stay in touch and look forward to reconnecting in the future.

Sincerely,

[Your Name]