

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 a teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities and experiences I have had while working at [School's Name]. I have enjoyed teaching and working with my students and colleagues, and I appreciate the support I have received during my time here.

I will ensure a smooth transition and will do my best to wrap up my responsibilities before my departure. If there's anything specific you would like me to focus on during my remaining time, please let me know.

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

Sincerely,

[Your Name]