

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Supervisor's Name]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [School/Institution Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and comes after careful consideration of my career path and personal goals.

In order to ensure a smooth transition, I have outlined a transition plan below:

- Assist in the hiring and training process for my replacement.
- Provide detailed lesson plans and resources for the upcoming term.
- Be available for any questions during the transition period.
- Conduct a meeting with staff to discuss the ongoing projects and my students' needs.

Thank you for the opportunity to work at [School/Institution Name]. I have greatly enjoyed my time here and am grateful for the support and mentorship I have received. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]