

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Supervisor's Name]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [School/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my pursuit of a new career opportunity within the education sector that aligns more closely with my long-term professional goals.

I have greatly enjoyed my time at [School/Organization Name] and am grateful for the invaluable experiences and support I have received during my tenure. I have learned a great deal and appreciate the relationships I've built with my colleagues and students.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will work diligently to support my colleagues in any way I can.

Thank you once again for the opportunity to be a part of [School/Organization Name]. I look forward to staying in touch and wish everyone continued success.

Sincerely,

[Your Name]