

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Principal/Manager's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal/Manager's Name],

I am writing to formally resign from my position as a part-time teacher at [School's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as I have greatly enjoyed working with my students and being a part of the school community. However, due to [brief reason, e.g., personal circumstances, new job opportunity, etc.], I believe it is time for me to move on.

I am committed to ensuring a smooth transition and will do everything I can to prepare my students and assist in the handover process during my remaining time.

Thank you for the support and guidance you have provided me during my time here. I hope to maintain contact in the future.

Sincerely,

[Your Name]