

# Resignation Letter

Date: \_\_\_\_\_

To: [Principal's Name]

[School's Name]

[School's Address]

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 comes as I will be relocating to [New Location] to [brief reason for relocating, e.g., "pursue a new opportunity" or "be closer to family"].

It has been a privilege to work at [School's Name], and I am grateful for the support and opportunities I have received during my time here. I will do my best to ensure a smooth transition and assist in any way possible during my remaining time.

Thank you for your understanding. I look forward to staying connected in the future.

Sincerely,

[Your Name]

[Your Contact Information]