

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [School/Organization Name], effective [Last Working Day, typically two weeks from the date above].

My time at [School/Organization Name] has been incredibly rewarding, and I am grateful for the opportunities I've had to contribute to our educational mission. I have learned so much and will cherish the relationships I've built during my tenure.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for all the support and guidance.

Sincerely,

[Your Name]