SAMPLE RESIGNATION LETTER

[INSERT TEACHER'S ADDRESS HERE]

[DATE] – Note: must be at least 30 days notice during the school year

[SUPERINTENDENT]
[SCHOOL DISTRICT]
[ADDRESS]

Dear [INSERT]

Please be advised that I hereby resign my position as a teacher at [INSERT SCHOOL HERE] due to my retirement effective [INSERT DATE HERE].

Sincerely

[TEACHER'S NAME]

cc Principal