
Basic School Job Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [School Name], effective [Resignation Date]. It has been an honor to serve the students, staff, and parents of [School Name], and I am grateful for the growth and fulfillment I've experienced.

I have decided to explore new avenues in my career and personal development. I am dedicated to ensuring a seamless transition by providing guidance to my colleagues and my replacement.

I want to extend my appreciation for the supportive and collaborative atmosphere at [School Name]. Thank you for the opportunities and memories.

Sincerely,

[Your Name]