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# Basic Teacher Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to announce my resignation from my position as [Your Position] at [School Name], effective [Resignation Date, typically two weeks from the date of the letter]. I have enjoyed my time at [School Name] and have made the decision to move on to new opportunities.

I appreciate the experiences and memories I've gained during my tenure at [School Name]. I am committed to ensuring a smooth transition by collaborating with my colleagues and providing necessary information.

Thank you for the support and growth I've experienced at [School Name]. I wish the school continued success in the future.

Sincerely,

[Your Name]

[Your Signature]

