
Class 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 trust you are well. I am writing to inform you of my decision to resign from my role as a Class Teacher at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. It has been an honor to guide and nurture the students under my care.

Over the past [Number of Years] years, I have had the privilege of witnessing growth, development, and curiosity in my students. However, as my journey takes a new direction, I believe it is time for me to explore new avenues for personal and professional growth.

I am grateful for the support and camaraderie of my colleagues and the trust that parents have placed in me. The connections forged with students and the shared moments of learning have been immensely rewarding.

In the forthcoming weeks, I am dedicated to ensuring a seamless transition for my students. I will collaborate with fellow teachers, provide transition materials, and offer insights to ensure that the students' educational journey remains uninterrupted.

I extend my heartfelt appreciation to you, [Principal's Name], for your leadership and guidance. Your commitment to creating an environment conducive to learning has been a source of inspiration.

As I step into this new phase of my career, I will always carry the memories and experiences gained at [School Name]. If there is any way I can contribute to the school community after my departure, please do not hesitate to reach out to me at [Email Address] or [Phone Number].

Thank you for the invaluable experiences and cherished memories.

Warm regards,
[Your Name]
[Your Signature]