
Elementary 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 hope this letter finds you in good health. It is with a mix of emotions that I am writing to announce my resignation from my role as an Elementary Teacher at [School Name], effective [Last Working Day, typically two weeks from the date of the letter].

Over the past [Number of Years] years, I have had the privilege of being a part of the [School Name] community, where I have grown as an educator and cherished every moment spent with my young learners. However, after much contemplation and consideration of my personal and professional goals, I have decided that it is time for me to embark on a new chapter in my career journey.

Working at [School Name] has been a remarkable experience. I am grateful for the camaraderie and collaboration among my colleagues, the enthusiasm of my students, and the unwavering support of parents. As I bid farewell to this chapter, I do so with a heart full of gratitude and cherished memories.

In the upcoming weeks, I am committed to ensuring a seamless transition for my students and colleagues. I will work diligently to provide comprehensive transition materials, offer insights, and assist in any way possible to ensure that my successor steps into a supportive and well-prepared environment.

I want to express my sincere gratitude to you, [Principal's Name], for your guidance, leadership, and unwavering commitment to fostering a nurturing learning environment. Your support has been invaluable to my growth as an educator.

While I look forward to new opportunities and challenges, I will always hold [School Name] close to my heart. Please know that my decision to leave is not without a heavy heart, and I will cherish the memories and relationships formed during my time here.

If there is anything I can do to facilitate a smooth transition or support the school community after my departure, please do not hesitate to reach out. You can still contact me at [Email Address] or [Phone Number].

Thank you once again for the wonderful experiences and memories.

Warm regards,

[Your Name]

[Your Signature]

