
Formal Resignation Letter for Teacher

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am tendering my resignation as a teacher at [School Name], effective [last working day]. This decision was not easy, given my profound attachment to my students and the school community.

I am grateful for the opportunities to impact young minds and the continuous learning I've embraced here. Teaching is more than just a profession, and I've felt that sentiment profoundly at [School Name].

I will do everything I can to ensure a smooth transition, including preparing lesson plans and communicating with my replacement.

Thank you for the trust and guidance. I hope to remain a friend of [School Name].

Warm regards,

[Your Name]