
Primary 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 this letter finds you well. It is with a mix of emotions that I am writing to inform you of my decision to resign from my position as a Primary Teacher at [School Name], effective [Last Working Day, typically two weeks from the date of the letter].

The journey I have shared with the students, parents, and colleagues at [School Name] has been nothing short of exceptional. However, as I reflect on my personal and professional aspirations, I believe it is time for me to seek new challenges and opportunities in my career.

Teaching the youngest minds at [School Name] has been an honor and a privilege. The laughter, curiosity, and growth I have witnessed within these walls are memories I will forever hold close to my heart. I am grateful for the unwavering support of my colleagues and the partnership of parents in nurturing the love of learning in our students.

In the coming weeks, I am dedicated to ensuring a smooth transition for my students and fellow teachers. I will provide comprehensive handover materials, insights, and assistance to ensure that the students continue to thrive in a supportive environment.

I wish to extend my deepest gratitude to you, [Principal's Name], for your leadership, mentorship, and commitment to creating a vibrant educational

community. Your guidance has been instrumental in shaping my journey as a teacher.

While I am eager to embrace new horizons, I will always carry the fond memories and relationships cultivated at [School Name]. Should you need any support beyond my departure, please feel free to reach me at [Email Address] or [Phone Number].

Thank you for the invaluable experiences and cherished memories.

Warm regards,

[Your Name]

[Your Signature]