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# Resignation Notice Letter for Teachers

## Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

After careful reflection, I have decided to resign from my position as [Your Subject] Teacher, effective [Last Working Day's Date]. This decision wasn't made lightly, considering my deep attachment and commitment to my students and the school.

Over the next few weeks, I'm dedicated to ensuring that my students experience a seamless transition. This includes preparing lesson plans, grading any outstanding assignments, and offering guidance to my successor to maintain the momentum in the classroom.

I deeply value the time I've spent at [School Name], the bonds I've formed with my students, and the support I've received from the school community. I am moving forward to [reason for resignation], but I will always cherish my memories here.

Thank you for your understanding and for the opportunities to make a difference in our students' lives.

Warm Regards,

[Your Name]

