
School Resignation Letter

[School Letterhead]

[Date]

[Principal's Name]

[School's Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally announce my resignation from my position as [Your Position, e.g., "Sixth Grade Teacher"] at [School's Name], effective [Last Working Day, e.g., "September 30, 2023"].

It has been an immense privilege to be a part of [School's Name] for the past [X years/months]. The decision to resign was not easy and took a lot of contemplation. Personal reasons, primarily [specific reason, e.g., "relocating to another city"], have led me to this decision.

I want to express my profound gratitude for the opportunities to grow both professionally and personally during my time here. Working alongside dedicated colleagues and having the chance to shape young minds has been genuinely rewarding. I am confident that the skills and experiences I've garnered here will benefit me in my next endeavors.

Please let me know of the steps I should take during this transition phase to ensure that the handover process is seamless for my successor.

Thank you for your guidance, support, and understanding. I hope to stay in touch, and I look forward to seeing [School's Name] continue to thrive.

Warm regards,

[Your Full Name]

[Your Position]