
Simple Resignation Letter Example for Teacher

[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 am writing to inform you of my decision to resign from my position as [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision was reached after careful consideration and reflection on my career goals.

I want to express my deep gratitude for the opportunity to be a part of the [School Name] community. It has been a privilege to work alongside dedicated colleagues and contribute to the growth and development of our students.

I will work diligently over the next few weeks to ensure a smooth transition for my students and colleagues. I am confident that the exceptional team at [School Name] will continue to provide an outstanding educational experience.

Thank you for your understanding. I look forward to staying connected and wish the school continued success in the future.

Sincerely,

[Your Name]

[Your Signature]

