
Teacher Resignation Letter in Mid Year 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 am writing to formally announce my resignation from my position as [Your Position] at [School Name], effective [Resignation Date, typically two weeks from the date of the letter]. It is with mixed emotions that I tender my resignation in the middle of the academic year.

The decision to leave [School Name] has not been an easy one, as I have truly enjoyed working with the dedicated faculty and enthusiastic students. However, due to unforeseen personal circumstances, I believe it is in the best interest of all parties that I step down from my role at this time.

I want to express my deep gratitude for the support and guidance I have received during my time at [School Name]. The memories I've made and the lessons I've learned will stay with me for years to come. I am committed to ensuring a smooth transition and will work closely with my colleagues to provide any necessary information and support.

Please accept my apologies for any inconvenience this may cause and extend my appreciation to the entire [School Name] community for the privilege of being a part of this educational institution.

Sincerely,

[Your Name]

[Your Signature]