
Teacher Resignation Letter to Principal 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 hope this letter finds you well. It is with mixed emotions that I write to inform you of my decision to resign from my position as a [Your Position] at [School Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision was not reached without careful consideration, and I want to express my gratitude for the opportunities and experiences I've had during my time here.

Working at [School Name] has been a truly enriching experience for me. I've had the privilege of working with dedicated colleagues, passionate students, and supportive parents. The collaboration, growth, and learning that have taken place within these walls are remarkable, and I am proud to have been a part of it.

While I am excited about the new direction my career is taking, I will deeply miss the connections and relationships I've built at [School Name]. Please know that my decision to resign is driven by personal and professional factors, and I believe it's time for me to explore new challenges.

In the coming weeks, I am committed to ensuring a smooth transition. I will work closely with my fellow teachers to provide any necessary materials, guidance, and insights to ensure that our students continue to receive the high-quality education they deserve.

I am grateful for the guidance, mentorship, and support you've provided me during my time at [School Name]. I have learned and grown immensely under your leadership, and I carry those lessons with me as I move forward in my career journey.

If there's anything I can do to assist in this transition or to support the school in any way after my departure, please don't hesitate to reach out. You can still contact me at [Email Address] or [Phone Number].

Thank you again for everything, and I wish [School Name] continued success in all its endeavors.

Sincerely,

[Your Name]

[Your Signature]

