
Teacher Resignation Letter

[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 [Last Working Day, typically two weeks from the date of the letter]. This decision was not made lightly, but after careful consideration, I believe it is the right time for me to explore new opportunities in my career journey.

I want to express my heartfelt gratitude for the support, guidance, and camaraderie I have experienced during my time at [School Name]. It has been an incredible privilege to work with dedicated colleagues, inspiring students, and supportive parents. The memories I've gained and the relationships I've formed will remain with me forever.

In the upcoming weeks, I am committed to ensuring a seamless transition. I will work closely with my colleagues to provide any necessary information, materials, and guidance to support the continuity of the learning experience for our students. Please let me know how I can assist in this process.

I am excited to embark on this new chapter in my career, but I will always look back fondly on my time at [School Name]. Thank you once again for the wonderful memories and the opportunities for growth that I've been afforded here.

If you need to reach me after my departure, you can still contact me at [Email Address] or [Phone Number].

Thank you for your understanding, and I wish the entire [School Name] community all the best in the future.

Sincerely,

[Your Name] [Your Signature]