

Letter Of Resignation

For Teacher

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[Title]
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Resignation Letter

Dear [Principal's Name],

I am writing to formally resign from my position as [Your Position, e.g., "Grade 4 Teacher"] at [School Name], effective [Last Working Day].

This decision was not an easy one, as my time at [School Name] has been both fulfilling and inspiring. Working with such talented colleagues and teaching such wonderful students has been one of the most rewarding experiences of my life.

Throughout my tenure, I have cherished the opportunity to contribute to [specific examples, e.g., "the development of the English program" or "extracurricular activities such as the drama club"]. These moments have not only enriched my career but also left me with countless memories I will always treasure.

As I prepare to move on to [briefly state reason, if comfortable, e.g., "pursue a new opportunity" or "focus on personal commitments"], I am committed to ensuring a smooth transition. I will do my best to complete my responsibilities and assist in any way to support the school during this period.

Thank you for the trust, encouragement, and opportunities you have provided me. I am confident that [School Name] will continue to thrive and inspire future generations. I hope to stay in touch and remain a proud advocate of the amazing work being done here.

Sincerely,
[Your Full Name]